

## JOB DESCRIPTION

**Title of post:** Pre-school cover staff  
**Responsible to:** Preschool Co-ordinator  
**Responsible for:** None  
**Purpose of the job:** To work as part of the pre-school team under the direction of the pre-school co-ordinator to provide safe, high quality education and care for young children and to promote inclusion within our diverse community. To maintain a stimulating and enjoyable environment. To ensure that a high standard of cleanliness is maintained.

### Main duties

1. To provide cover for colleagues, both keyworkers and cleaners, at short notice, subject to availability.
2. To help set up the playrooms for the daily programme and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
3. To contribute to keyworking by providing brief observations of children in the playroom.
4. To promote parental partnership within the pre-school.
5. To advise the pre-school co-ordinator of any concerns eg. over children, child protection, parents/carers and the safety of equipment, preserving confidentiality as necessary
6. To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans
7. To teach children, offering an appropriate level of support and stimulation
8. To follow the pre-school's procedures when preparing food for children
9. To attend staff meetings, supervisions and appraisals, training days, in-service training courses and meetings as required
10. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job
11. To keep up-to-date with current good practice
12. To follow the pre-school's policies and procedures eg. Health and Safety
13. To work at fund raising events as required
14. When covering a cleaning post, to undertake all cleaning duties in all areas of the premises as directed by the Office Manager and in accordance with the Cleaning Specification Schedule and COSHH Assessment.
15. To undertake any other reasonable duties as directed by the pre-school co-ordinator, in accordance with the pre-school business plan/objectives

**Redwood Pre-School is committed to safeguarding children and to equality of opportunity in employment. All posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. All appointments are subject to an enhanced DBS check. Applicants are required to bring original certificates of essential qualifications, evidence confirming identity and National Insurance Number, and P45 if applicable to the interview. References will be taken up prior to interview.**

## **PERSON SPECIFICATION**

Candidates will need to demonstrate through their application form and interview

### **Qualifications**

Desirable  
CACHE qualifications in childcare and education  
Special Educational Needs Awareness training  
First Aid Training

### **Experience**

Desirable  
Experience of working with young children  
Experience of working with children with disabilities and Special Educational Needs

### **Knowledge of**

Safeguarding and child protection policies and procedures  
Developmental needs of a pre-school child  
Learning through play  
Equality and diversity issues  
The need for policies and procedures  
Basic First Aid  
Health and safety

### **Ability to**

Communicate (written and oral)  
Work as part of a team and on own initiative  
Plan and organise activities  
Prioritise and manage time effectively

### **Commitment to**

Treating all children as individuals and with equal concern.  
Play and learning  
Young children and families  
Parental partnership  
Attending further training  
Team work, including good personal relationships, good communication and good humour  
Respecting each child and family with regard to the protected characteristics of disability, race, colour, ethnic or national origin, gender reassignment, religion or belief, sex, sexual orientation, age, pregnancy or maternity or marriage and civil partnership.