

## **JOB DESCRIPTION**

<b>Title of post:</b>	<b>Pre-school playroom assistant</b>
<b>Responsible to:</b>	<b>Preschool Co-ordinator</b>
<b>Responsible for:</b>	<b>None</b>
<b>Purpose of the job:</b>	<b>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.</b>

### **Main duties**

1. To assist with the planning of the curriculum.
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, liaising closely with keyworkers to ensure each child's needs are recognised and met.
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. To provide cover for absent colleagues, subject to availability
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**

Essential

CACHE Level 2 Certificate for the Children and Young People's Workforce or equivalent

GCSE English and Maths or equivalent

Desirable

Special Educational Needs Awareness training

First Aid Training

Safeguarding children and Child Protection training

### **Experience**

Desirable

Post qualification experience of working with young children

Experience of working with children with disabilities and Special Educational Needs

### **Knowledge of**

Safeguarding and child protection

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

### **Commitment to**

Learning

Young children and families

### Parental partnership

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.