

Job Title: Assistant

Reporting relationships: Reporting directly to the Pre-school Manager

Brief Description of the Job:

- To assist the supervisor in the day to day running of the pre-school.
- To provide a stimulating and varied programme of play and learning opportunities.
- To ensure the safety and well-being of the children.
- To undertake a key person role with specific children.

Roles and Responsibilities:

- To assist in the setting up and clearing away of all activities and equipment.
- To ensure high standards of hygiene and safety are maintained at all times.
- To ensure that any information received concerning the children is kept confidential at all times.
- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities.
- To be responsible for keeping the individual record file for each of the children in the key worker group.
- To be involved in curriculum planning, policy writing and record keeping as requested and led by the supervisor.
- To attend staff meetings as requested.
- To attend training as requested.
- To support the work and beliefs of the pre-school by helping to create an environment that promotes open and equal opportunities for children and adults.
- To work as part of a team and support colleagues.
- To encourage the participation and involvement of all parents of children attending the pre-school.
- To be flexible with the working practices of the pre-school.
- To be prepared to help when the pre-school may be short staffed, or with domestic duties or other duties as specified by the pre-school manager.
- To have a level of computer competency appropriate for the role (both in carrying out your own duties and facilitating the use of ICT based sessions for the children).