**Job title:** Pre-School Assistant

**Responsible to:** Pre-School Manager

**Purpose of the job:** To work as a key person and as part of the pre-school team under the direction of the management team. To provide safe, high-quality education and care for young children which meets the individual needs of children attending the setting.

**Safeguarding requirement:** Little Birch Pre-school is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main Duties**

1. To assist with the implementing of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
2. To help to set up for the day and to help tidy away at the end of the session.
3. To act as a key person to a group of children, overseeing their individual learning and development, liaising closely and building an effective relationship with families to ensure each child’s needs are recognised and met.
4. To work in partnership with parents, carers and other family members.
5. To advise the Pre-School Manager/Deputy of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To take action to support Little Birch Pre-School in achieving its full potential e.g. Ofsted, Fundraising etc
7. To teach children, offering an appropriate level of support and stimulating play experiences.
8. To ensure that children are kept safe and that you understand when to follow the Safeguarding policies and procedures.
9. To support meal times within the setting.
10. To actively participate at team meetings, supervision meetings and appraisal meetings.
11. To attend training courses as required and to take responsibility for your own personal and professional development.
12. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of your role.
13. To be aware of and adhere to all of Little Birch Pre-School’s operational policies and procedures, e.g. health and safety, fire precautions, food safety, safeguarding, whistleblowing etc.
14. To ensure that clear records are kept and updated regularly.
15. To promote Little Birch Pre-school to current and potential families.
16. Administering first aid as appropriate, keeping an accurate record of any accidents and notifying parents accordingly.
17. To comply with the requirements of the General Data Protection Regulation.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**Person Specification**

*Essential criteria*

1. A positive attitude to learning and a commitment to undertake further training.
2. Level 2 or 3 early years education and childcare qualification or equivalent.
3. Full Paediatric First Aid Certificate.
4. Previous experience of working with young children.
5. Sound knowledge of child development from birth to five years.
6. Knowledge of the Early Years Foundation Stage (EYFS).
7. Knowledge of safeguarding and child protection procedures.
8. Excellent communication skills.
9. An understanding of play-based approaches to children’s learning and development.
10. A commitment to continuously promote a culture of safeguarding.
11. A commitment to equal opportunities.
12. A commitment to working effectively with young children and families.
13. A friendly and flexible approach at work which facilitates the development of effective and professional working relationships.

*Desirable criteria*

1. A commitment to obtaining a Level 3 or 4 early years education and childcare qualification.
2. Experience or an interest in undertaking SENCo training.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and requires an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**