



Pre-school Assistant – Job Description

Post title: Pre-School Assistant

School: Hemingford Grey Pre-school

Salary and grade: Grade 2 (SP 3-4)

Line manager/s: Pre-school Manager

Main purpose of the job:

- To provide inclusive play and learning opportunities for all children attending the setting and to maintain a safe, stimulating and enjoyable environment. To work as a key person and as part of the Playgroup team under the direction of the Playgroup Manager to provide safe, high quality education and care for young children.
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Duties and responsibilities

- All Pre-school Assistants should also have due regard to the Early Years Statutory Framework April 2017. The Pre-school Assistant's performance will be assessed as part of the appraisal process as relevant to their role in the school.

Main Duties

1. To provide a high quality of education and learning and offer appropriate stimulation and support to children attending the setting, ensuring each child's needs are recognised and met. Contribute to planning of age appropriate education.
2. To ensure that the welfare and safety of children is promoted with the setting and that any child protection concerns are always appropriately acted upon immediately.
3. To help ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.
4. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
5. As a staff member, allow parents/carers the opportunity to meet with their child's key person (e.g. Home/School Meetings).
6. To help ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, kept tidy, standards of hygiene are high and safety procedures are implemented at all times.

7. To work as a team to help implement any recommendations made following any review or feedback by the school or local authority.
8. To contribute to and to help implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
9. To help ensure that children attending the setting receive a balanced and healthy diet at snack time. To attend any training events or meetings as identified by the school and to keep up-to-date with current good practice. Training will be provided where appropriate and any extra training will be considered after a successful probation period has been completed.
11. To work as a team to ensure that accurate and up-to-date record keeping systems are kept e.g. children's records of progress and any behavioural and development reports, any safeguarding issues and health and safety issues.

Other

- To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality. You are also required to be flexible and adaptable with respect to your role.
- This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you as requested by the headteacher.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.