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**Job Description: Preschool Assistant**

To assist the preschool leader in providing safe, high quality education and care for children aged between 2 years and 5 years; to fulfil legal and statutory requirements; to contribute to and implement preschool policies.

**Main Duties**

1. To ensure that the preschool is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times, and fire drills are regularly practised
2. To ensure records are properly maintained as applicable, such as daily attendance register, and accident and incident books. To ensure that any entries to the accident or incident books are countersigned by senior staff
3. To help to lay out preschool activity equipment before the children arrive at preschool and tidy away equipment at the end of the preschool session
4. To offer appropriate stimulation and support to the children under the supervision of senior staff
5. To work when required under the guidance of the settings designated SENco to support children with identified SEN, helping to deliver a programme of additional support to key children
6. To participate and help with the drawing up of daily, weekly and monthly programmes of activities and events in accordance with desirable learning outcomes as defined in the Early Years Foundation Stage (EYFS 2021) and to help to monitor the effectiveness of the pre-school curriculum
7. To record observations on the setting’s children under the supervision of key workers
8. To read and be familiar with the Preschool policies and the EYFS statutory requirements for the Preschool
9. To contribute to, suggest changes and implement all preschool policies and procedures, especially those on equal opportunities and child safety
10. To attend and participate in staff meetings and planning sessions as required
11. To maintain documentation in accordance with Freedom of Information and Data Protection Acts
12. To keep confidential any information regarding children, their families or other staff members that is learned as part of the job
13. To undertake training courses as required
14. To change the nappies of smaller children, if required, and assist with toileting
15. To actively encourage children’s progress in all areas of development, types and stages of play, by interaction and extension of play activities
16. 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
17. To assist with the preschools progress towards achieving the Early Years Quality Standards (EYQS)
18. To perform any other duties as deemed necessary by the preschool leader