**Pre-School Deputy**

**Tring Stepping Stones Pre School**

Tring Stepping Stones Pre-School are looking for a Pre-School Deputy to join our team from May 2025

Working as part of a small friendly team to provide quality education and care for all the children.

Main responsibilities:

* To be a designated safeguarding person
* To work closely with the preschool leader to ensure the smooth running of preschool
* To be able to run preschool in the absence of the preschool leader
* Working as part of a small friendly team to provide quality education and care for all the children.

Main Duties:

* helping to set up the room for the daily programme and tidy away at the end of the morning.
* To teach and run activities for the children at the appropriate level.
* To advise the Pre-School leader of any concerns or issues, for example over children, activities, or equipment.
* To support the Pre-school leaders in the smooth running of preschool.
* To be a key person and provide weekly planning information and observations for your key children.
* To do topic planning on a rota basis.
* To take turns with the leader to do the weekly planning.
* To attend planning meetings or training courses.
* To participate in lunch club and prepare snack on a rota basis.
* To assist with reviewing policies.
* To attend committee meetings.

Person Specification;

Level 3 in childcare. English and Maths GCSE or equivalent.

* Good knowledge of EYFS, current Ofsted requirements and safeguarding policies
* Paediatric first aid and food hygiene desirable
* Good child development knowledge

Hours – to be agreed with applicant but ideally a minimum of 3 days. Opening hours are 8.30-1pm, lunch club until 2.15pm some days.

For further information and application form please contact

[email@tringsteppingstones.org.uk](mailto:email@tringsteppingstones.org.uk)

07963 982576

Closing date for applications: Friday 28th February 2025