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| **Pre School assistant Job Description** |
| **Reporting relationships:** reporting directly to the Pre-School Manager |
| **Purpose of the job:**   * To ensure the safety and well-being of the children. * To provide a stimulating and varied programme of play and learning opportunities. * To assist the supervisor in the day to day running of the Pre-School. * To undertake a key worker role with specific children. |
| **Main duties and tasks:**   * 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 other areas of the Pre-School may be short staffed, or with domestic duties or other duties as specified by the Pre-School manager. |