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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.
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| **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.
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