



Job Specification

Preschool Assistant

Minimum Level 3

Working Hours:

- Term time only, various hours available.
- Will include wraparound care, e.g. early and late clubs, until 5.30pm.
- Earliest start: 8:00am; latest finish: 5:30pm.
- Part-time or full-time available.

Reports to: Preschool Leader(s)

Salary: £11.50/hour or subject to qualification/experience

Summary of the Setting and the Role:

St Peter's Preschool (previously known as Sunnylands Nursery) has been established within the secure grounds of St Peter's School for over 60 years. During this time, the Preschool has developed into a local renowned, popular setting with excellent inspection results and happy children and parents. Most children progress to St Peter's School and some transition to other primary schools in the maintained sector. The preschool offers parents flexible sessional early years education within the core hours of 8.30am – 3.30pm, with optional additional wrap around care from 8am extending to 5.30pm in our Cedar Hub facility.

Under the direction of the Preschool Leaders, the role of Preschool Assistant is to provide a high standard of physical, emotional, social and intellectual early years education and child care to children in preschool. Working as part of the Early Years team and the wider team at St Peter's School, you will provide an enabling environment in which all individual children can develop and learn through play in a safe supporting setting.

The main duties involved in this role will encompass the following areas of work and tasks:

1. Main Duties

- To effectively deliver the EYFS curriculum and requirements ensuring that the needs and interests of children in the preschool are met, having regard to family culture, medical histories, individual needs etc.
- To ensure that the children are cared for in a happy, safe and stimulating environment,
- To plan and participate in activities to engage and teach the child, whilst at the same time, stimulating and developing their social interactions,
- To meet the personal care needs of pupils whilst encouraging their own independence including toileting and feeding,
- To keep records of children's development and learning journeys using the prescribed processes and procedures, and to communicate this effectively with parents and carers.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate early learning and caring needs

- To share any concerns promptly with the Preschool Leaders with regard to the children, parents or safety of the environment, whilst at all times preserving confidentiality as necessary and appropriate.
- To be involved in out of working hours activities which will be discussed with you in advance, such as meetings, welcome meetings, training, PTA events etc.

2. Confidentiality and Standards

- To keep completely confidential any information relating to the children, their families or other staff which is acquired as part of your employment with St Peter’s School.
- To be aware of the high profile of the preschool, and work to maintain the high standards at all times, both during working hours and outside of them.
- To work alongside the Preschool teachers and staff to ensure that the preschool’s philosophy is fulfilled and quality maintained.

3. Health and Safety

- To ensure excellent standards of safety, hygiene and cleanliness are maintained at all times,
- Provide first aid to children and staff after appropriate training, and be responsible for informing parents in accordance with procedures,
- Be aware of and adhere to the School Fire and Health and Safety Policy and Procedures and any other related policies as issued.

4. Other tasks

- To take part in training and ongoing continuous development of appropriate skills and user relations,
- To provide support and cover for other members of the team when needs arise,
- To maintain confidentiality of information acquired, both in and out of working hours.
- To be flexible in approach and maintain respectful relationships with all stakeholders.
- To present a positive personal image, contributing to a welcoming environment which supports the aims and objectives of the School.
- To be aware of, and adhere to Data Protection legislation, Child Protection Policies in particular, and other school policies as issued from time to time.
- To support other Preschool staff, students and visitors.
- Other duties that the Preschool Leaders, Head or Bursar may reasonably and from time to time require.

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE

It will be reviewed regularly and may be subject to change when required by the Headteacher

Person Specification – Preschool Assistant

Criteria	Essential	Desirable
Education, Training & Professional Qualifications	Minimum of a Level 3 full and relevant early years qualification GCSE (or equivalent) Maths and English Grades A-C.	Recent Paediatric First Aid Qualification. Basic food hygiene training. Evidence of ongoing personal development training.

Skills & Abilities Relevant Knowledge and Experience	<p>Able to communicate effectively at different levels i.e. with adults and children</p> <p>Able to work constructively within a team, understanding roles and responsibilities and own position within these.</p> <p>Good standard of numeracy and literacy skills</p> <p>Ability to demonstrate and share creative abilities.</p> <p>Has the ability to maintain confidentiality on all matters.</p> <p>Ability to work with parents/carers/families to encourage interactive partnership working to support the child.</p>	<p>Good general computer and children literacy with a range of IT skills.</p> <p>Good handwriting</p> <p>Working knowledge of Tapestry</p>
Relevant Knowledge and Experience	<p>Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding and child protection.</p> <p>Experience of working in an early years setting.</p> <p>Knowledge of Child Development and the needs of young children.</p> <p>Ability to plan, devise and develop systems of work and activities.</p>	<p>Knowledge of Health and Safety procedures.</p> <p>Experience of implementing EYFS</p> <p>Experience in working in partnership with parents</p> <p>Experience of working as a key worker for a group of children and their families.</p>
Personal Attributes	<p>Be responsible, honest, caring and reliable, and conduct oneself with integrity.</p> <p>Happy disposition, with a 'can do solutions based' approach to tasks.</p> <p>Enjoy a varied, unstructured work environment and be happy to be flexible in work practices to suit the needs of the situation.</p> <p>Calm patient manner with a high level of emotional intelligence.</p> <p>Tenacity with a good sense of humor!</p>	