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| **Cotton End Preschool**  **Pre-School Assistant**  **Job Description** |

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| **Responsible to**: Pre-school Manager / Head Teacher  **Purpose of the job:**   * To provide safe, high quality education and care for pre-school children * To fulfill legal and statutory requirements * To contribute to and implement school and pre-school policies. * To be part of a successful team.  **Main duties:** * To ensure the pre-school is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times. * To support the work and beliefs of the pre-school by adhering to the school and preschool ethos, values, policies, procedures and staff code of conduct. * To be flexible and willing to support the team in case of staff absence. * To act as a Key worker to a small group of children, with responsibility for keeping the individual record file for each of the children up to date. * To liaise with and encourage the participation and involvement of all parents and carers of children attending the pre-school * To actively encourage children’s progress in all areas of development, types and stages of play, by interaction and extension of play activities. * To have some understanding of children’s developmental requirements * To ensure that any information received concerning the children is kept confidential at all times. * Prepare and set up activities from planning information and supervise appropriate stimulating activities * To clean up following all activities and leave the room tidy at the end of the day. * Help to prepare snacks and drinks. * To assist in the personal hygiene and nappy changing of children. * To encourage positive behaviour by presenting yourself as a good role model. * To advise the Preschool leader of any concerns, accidents/incidents, ensuring confidentiality at all times, in line with safeguarding expectations. * To attend staff meetings and appropriate training courses as required. * To be prepared to work in other areas of the school as directed by the preschool manager or Head Teacher. * To be involved in curriculum planning, policy writing and record keeping as requested and led by the supervisor. * To work as part of a team and support colleagues. * To undertake any other duties as directed by the preschool manager or Head Teacher, in accordance with the preschool objectives. * To have a good sense of humour   NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.  Cotton End Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteer to share this commitment. In all cases having regard to the policy statements and guidelines already established in the school. |