**JOB DESCRIPTION**

**Job Title: Pre-School Assistant**

**Responsible to: Pre-School Manager**

**Salary: Salary Band 1(i) – Scale Points 3 – 5 (pro rata) (Bar at SCP4)**

## Job Purpose

To ensure the effective delivery of the Council’s pre-school service and maintaining the appropriate care standards, relevant legislation and educational requirements, and ratios at all times.

## Main Duties and Responsibilities

**Key Objectives**

1. To work with the Manager in the operation of the Pre-School in accordance with the Council’s policies and procedures, and all other relevant legislation.
2. To provide a high standard of physical, emotional, social and intellectual care for children in the Pre-School.
3. To work as a valued member of the team showing initiative, creativity and supporting other members of the team.
4. To take responsibility for the safety, security and well-being of all the children in your care.
5. To continue professional development through training opportunities offered and self-development.
6. To promote equality and recognise and respect diversity in all aspects of the Pre-School and to ensure the policy is adhered to at all times.

## Operational

1. To be a team player, working co-operatively and with flexibility.
2. To work in collaboration with the Manager to develop, carryout and evaluate a programme of activities suitable for the age and development of the children.
3. To assist in the appropriate planning, observations and assessment within the Pre-School in accordance with the Early Years Foundation Stage, Safeguarding and Welfare Requirements and the Council’s policies and procedures.
4. To seek to maintain good working relationships with parents / carers and external organisations.
5. To communicate clearly with parents / carers encouraging them to participate in the child’s progress and development.
6. To observe each child’s progress and report on achievements, looking for progression and continuity.
7. To participate in the ‘Key Worker’ systems and carry out observations on key children and short observations on all children when required. To be aware of all children in your care and their specified learning needs.
8. To supervise children at play (indoor and outdoor) and at snack times.
9. To assist in the creation and maintenance of a stimulating and attractive environment.
10. To assist with the care, maintenance and security of all equipment and toys within the Pre-school.
11. To participate in Open Days and all other publicity events.

## Training and Development

1. To continue your own professional development through any training opportunities offered.
2. To attend staff meetings and training sessions as required.
3. To participate in all self-development activities, including appraisals etc.
4. To develop positive relationships with other staff working in the Pre-School.

## Health and Safety

1. To maintain a high standard for health, safety and cleanliness throughout the Pre-School at all times.
2. To ensure the general cleanliness of the children at all times.
3. To be familiar with all emergency and security procedures, e.g. Fire procedures, routines for dropping off and collecting children.
4. To ensure a safe working environment for yourself, members of your team and others who may be affected by your team’s activities.
5. To be aware of the learning environment and the surroundings to ensure the children are kept safe.

27. Be responsible for your own health and safety.

1. To fulfil the post holder’s duties as set out in the Council’s Health and Safety Policies.

29. To co-operate with the Town Clerk and other managers, so far as is necessary, to enable compliance with and fulfil the requirements of the Council’s health and safety rules and legislative requirements.

## Equipment and Learning Materials

30. To assist in ensuring the security of all equipment and learning materials used by pre-school staff in providing the service.

## General

31. To adhere to all Council policies and procedures including attendance at meetings, preparation of reports and any other duties as required.

32. To maintain confidentiality at all times in relation to all aspects of the Pre- School.

33. Be aware of all the requirements under the General Data Protection Regulations ensuring that any personal data is stored securely, not shared and not kept any longer than necessary.

34. To undertake an annual appraisal.

Please note that the responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or the level of responsibility or grade.