

## **Job Description Pre-School Assistant**

### **Main Objective:**

To assist in the day to day organisation of the Pre-School and to ensure high standards of care, education, safety and well-being of children in the setting.

<b>Main Duties and Responsibilities</b>
<ul style="list-style-type: none"> <li>○ Ensure the developmental needs of all children are met within a framework of planned activity and early learning experiences</li> <li>○ In conjunction with the staff team, assist in the development of long, medium and short term curriculum plans for the early years setting</li> <li>○ Work in partnership with the other team members in implementing a broad, balanced and appropriate early years curriculum</li> <li>○ Participate in a key worker system</li> <li>○ Adhere to the Child Protection Policy of the group</li> <li>○ Adhere to all policies and procedures of the group</li> <li>○ Keep strictly confidential any personal information relating to the children, their families or members of staff learned as part of the job</li> <li>○ Participate in termly progress meetings with parents</li> <li>○ Ensure that the playroom is appropriately prepared and activities are accessible to all children before and after daily sessions</li> <li>○ Participate in regular staff meetings</li> <li>○ Carry out duties on a rota basis e.g. cleaning, preparation of snacks</li> <li>○ Encourage commitment to quality improvement through ongoing professional development and training</li> <li>○ Participate in special events and outings</li> </ul>

**General**

- From time to time you may be required to work unsocial hours
- Participate in fundraising activities on behalf of the group
- Adhere to a professional code of conduct and appropriate dress
- Ensure that high standards of hygiene and safety are maintained at all times
- Attend any other reasonable duties relevant to the post.

SAMPLE