



The Community Centre, 5 Old Bank, Ripponden, SOWERBY BRIDGE, West Yorkshire HX6 4DG
Charity Commission No. 1027318 Ofsted No. 303798 Pre-School Learning Alliance No. 815-11406
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JOB DESCRIPTION – Pre School Assistant

Purpose of Post

1. To provide a high standard of physical, emotional, social and intellectual care for children.
2. To give support to other personnel within the pre-school.
3. To implement the daily routine (see roles & responsibilities).

Key Areas

1. Work with Children.
2. Team Work.
3. Liaise with Parents.

Responsible To

Pre School Leader or Acting Deputy Leader

Hours

17.5 contracted, with additional non contracted DCATCH cover of up to 12.5 hours per week

Duties and Responsibilities

1. Operate a programme of activities suitable to the age range of children in your area in conjunction with other staff.
2. To keep a proper record of achievement file on your key children, for parents.
3. Work with parents to identify the needs of your key children.
4. Support all staff and engage in a good staff team.
5. Liaise with and support parents and other family members.
6. To be flexible within working practices of Pre School. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snacks, cleansing of equipment etc.

7. Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled.
8. Recording accidents in the accident book. Ensure the manager is informed of any accidents.
9. Look upon the setting, as a “whole” where can your help be most utilised, be constantly aware of the needs of children.
10. Ensure someone known to setting collects child.
11. To respect the confidentiality of information received.
12. To develop your role within the team especially with regard as a key worker.
13. Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development.
 - To ensure that mealtimes are a time of pleasant social sharing.
 - Washing and changing children as required.
 - Providing comfort and warmth to a child who is poorly.
14. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
15. To be aware of the high profile of the Pre School and to uphold its standards at all times.

