

Chedzoy Pre-school
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OFSTED EY268136

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Chedzoy Preschool
Morganians R.F.C
Chedzoy Lane
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Somerset
TA7 8QW



 www.facebook.com/ChedzoyPreSchool/

Preschool Assistant Role

This is a part-time position of 9 hours per week, term time only and currently offered on a fixed term contract until July 2019. Actual hours to be agreed over 5 days a week.

Essential Criteria:

Applicants must hold a minimum level 2 in Childcare; CACHE, NVQ or equivalent and must have experience in providing safe, high quality, inclusive Early Years Education and Care for preschool children aged 2.5 years – 4 years.

It is essential that applicants have previous Childcare Experience as key person for a group of children and have an in-depth knowledge of current EYFS.

Salary:

The hourly rate meets the current minimum wage and is dependent on qualifications and experience

Applications:

If you are interested in the above position please email your CV plus covering letter to:

Rebekah Cannon at chair@chedzoypreschool.org.uk

Closing date for applications 10th October 2018



Job Description

Pre-school Assistant

<i>Job title:</i>	Pre-school Assistant
<i>Responsible to</i>	Pre-school Leader/Deputy Pre-school Leader
<i>Purpose of the job:</i>	<ul style="list-style-type: none">○ To work as a key person and as part of the pre-school team, under the direction of the pre-school leader, to provide safe, high quality, inclusive education and care for young children○ To assist in key person duties/ To be a supporting key person○ To maintain a stimulating and enjoyable environment

Main duties

1. To assist with the planning of the curriculum using knowledge of the current Early Years Foundation Stage.
2. To act as a key person to a small group of children as directed by the Preschool Leader, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
3. To carry out and complete a range of observations (for the other key persons if relevant).
4. To be aware of their and all individual children and to familiarise oneself with relevant play and learning plans.
5. To advise the pre-school leader of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
6. To keep completely confidential any information regarding the children, their families or other staff which is required as part of the role.
7. To attend staff meetings and participate in an appraisal.
8. To attend suitable training courses, including e-learning and meetings as required.
9. To be aware and implement Chedzoy Pre School Policies, completing records as needed e.g. accident forms.
10. To keep up-to-date with current good practice.
11. To teach children through play, offering an appropriate level of support and stimulation.
12. To attend to children's personal hygiene, according to pre-school policies.
13. To set up resources for the daily provision and to pack away as required, ensuring that all toys and equipment are clean and safe at all times.
14. To behave in a professional manner at all times for the benefit of the preschool's reputation.
15. To undertake any other reasonable duties as directed by the Pre-school leader, in accordance with the pre-school business plan/objectives.

This profile is designed to identify principal responsibilities only. The post holder is required to be flexible in developing the role in accordance with changes in the preschool and it is subject to periodic review.