



JOB DESCRIPTION

Job Title: Preschool Assistant
 – Qualified Level 3

Location: The Little Ark Preschool

Reports to: Preschool Manager

1. PURPOSE OF JOB

- To support the setting's aim: "To create a happy, caring and inclusive environment in which children can explore and develop and to nurture their self-esteem and work alongside parents to prepare them for their transition to school"
- Assist the Manager in the day to day running of the Preschool and adhere to the setting's policies and procedures to ensure consistency and high standards
- As a Qualified Level 3 Assistant you are able to take the lead and may be asked to do so

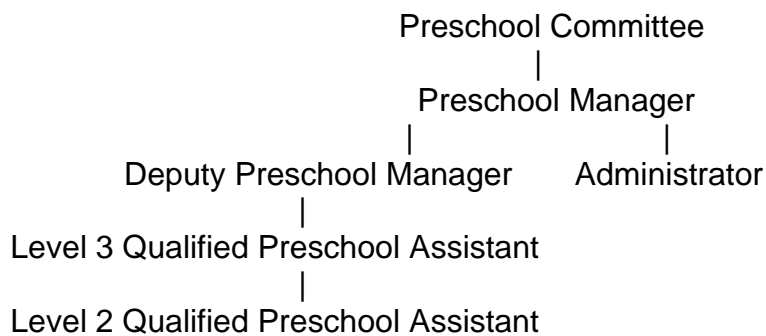
2. MAIN DUTIES AND TASKS (the nature of Preschool Work is very varied and unpredictable, it is impossible to account for every situation and staff need to be flexible and understand that they may be asked to assist with tasks that are not specified below)

- To assist in the setting up and clearing away of all activities and equipment – be aware of unused areas and adjust resources if necessary
- To ensure high standards of hygiene and safety are maintained according to our policies and procedures
- To ensure that any information concerning the children and their families is kept confidential at all times
- To actively support children's progress in all areas of development, types and stages of play, by interaction and extension of play activities
- To be responsible for keeping each of your Keychild's Learning Journal up to date with relevant and accurate information
- To be involved in curriculum planning, policy writing and record keeping as requested and led by the Manager
- To attend staff meetings as requested to keep informed of setting updates and have your voice included in decisions and discussions that affect the group as a whole
- To attend training as requested
- To support the work of the setting to promote equal and open opportunities for children and adults
- To work as part of a team and support your colleagues
- To encourage the participation and involvement of parents/carers using the setting and build good relationships with them, particularly with your Keyparents
- To be flexible with the daily routines within the working practices of the setting
- To be prepared to help when other areas of the setting are short staffed, with domestic duties or other duties as specified by the Manager

3. NECESSARY REQUIREMENTS

- Minimum of relevant Early Years NVQ Level 3 qualification or equivalent in Early Years and Childcare Development.
- Previous experience (1-2 years) of working with children.
- Knowledge of background relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Interpersonal skills necessary to interact with all setting users

4. ORGANISATION CHART



Signed _____

Name _____

Dated _____

Manager Signature _____

Date _____