

# Yarburgh Community Preschool

## Job Description



## Preschool Assistant

<b>Job title</b>	Preschool Assistant
<b>Responsible to</b>	Yarburgh Community Preschool Supervisor
<b>Responsible for</b>	None
<b>Purpose of the job</b>	To provide high quality care and education in a safe, well regulated environment for the children who attend the preschool.

**Safeguarding requirement:** Yarburgh Community Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

## Main duties

### Ensure a safe environment for the children and adults of the school

- Understand and adhere to the Child Protection policy at all times
- Be responsible for an area of the school, ensuring it is always clean and tidy, fully stocked, well maintained and safe to use
- Ensure the highest standards of hygiene, health and safety
- Be familiar with and adhere to all safety procedures

### Provide high quality care and education for the children

- Help prepare the setting at the beginning of the session and clean up afterwards
- Plan for each key child and carry out all focus child activities
- Make regular observations of all children and update electronic learning journals
- Provide planned, purposeful play for the children with a mix of adult-led and child-initiated activity
- Listen to, encourage and stimulate the children
- Prepare and supervise snack time
- Assist the children with personal hygiene issues as necessary
- Assist in setting up preschool for new terms and clearing up at the end of term

- Advise the supervisors of any matters requiring attention, such as concerns about a child or equipment needing repair or replacement
- Take part in special events and outings that support the curriculum
- Liaise with and be a key point of contact for parents, especially key children's, attending parent consultations and new parents evenings
- Be familiar with and adhere to all school policies
- Attend staff meetings and support fundraising events
- Undertake additional duties appropriate to the level of the post as may be required from time to time
- Keep completely confidential any information regarding the children, their families or other staff, which is learnt as part of the job, providing it does not present a risk to, or affect the wellbeing of any members of the group

## Person specification

### Essential

- A Level 2 or above qualification in childcare
- Previous experience of working in a child centred environment
- Passion and enthusiasm for the role working in a charitable parent-run preschool
- Strong verbal communication skills to ensure the wellbeing of preschool children
- Ability to work collaboratively with other team members
- Strong interpersonal skills at all levels including children, staff and parents
- Ability to manage own workload and competing priorities
- Commitment to equal opportunities, inclusion and understanding of religious and cultural diversity
- Willingness to undertake relevant training in own time as required for the role

### Desirable

- An understanding of child development, the needs of children and what constitutes good quality childcare
- A basic understanding of child protection, confidentiality and health and safety issues

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**