

JOB DESCRIPTION

Job Number:	N 1642	
Directorate:	Children and Young Peoples Directorate	
Service:	Partnerships – Early Years	
Job Title:	Pre-School Assistant	
Reports To:	Pre-School Manager	
Main Purpose of Job: <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>		
<p>As a member of the Pre-School childcare team, to work in partnership with staff, parents, carers and their children aged 2 – 4 years. To adopt a flexible, approach in promoting the development, welfare and potential of all children.</p> <p>To provide high quality, inclusive, fully integrated childcare provision for children under five.</p>		
Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>		% of Time
<p>1. Working within established childcare standards and local policies, to ensure that individual children’s daily childcare needs are met at all times.</p> <p>By:</p> <ul style="list-style-type: none"> a) Providing high quality childcare for under-fives, which includes a wide range of playing and learning activities and opportunities to enable children to achieve their full potential. b) Assisting in the provision of a warm caring environment that enables children and their families to settle easily; that is accessible to all and seeks to integrate children and parents with disabilities, sensitively and positively into the Centre, promoting participation in a range of quality activities. c) Liaising closely with senior members of the staff team to ensure childcare provision links to the Foundation Stage Curriculum, requiring knowledge and application of this and the Birth to 3 Matters Framework. d) Assisting in the provision of a high quality Early Years Curriculum that adheres to OFSTED requirements. e) With guidance, supporting senior staff in discussing and liaising with parents/carers to highlight the needs of their children, by recording steps in the child’s development. f) Taking care of children’s personal needs and encouraging self-help and social skills, and supporting children’s raising of self-awareness, by displays etc.. 		80%

g) Preparing food, laying up for meals, supervision of meals, clearing and cleaning away after meals.	
2. To assist in the maintenance of adequate standards of cleanliness, hygiene and safety within the centre, following prescribed standards, which includes recording and administering basic First Aid	5%
3. To have an overall knowledge of and provide a service which values and respects the race, religion, language, culture and needs of all the children and families using The Setting.	5%
4. To be aware and work within the Health and Safety framework, policies, procedures, guidelines and legislation to include fire drills.	
5. To participate in regular supervisions, PRAD and staff meetings.	5%
6. To provide flexibility in covering and care at short notice in the event of unforeseen circumstances.	5%

Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.

Unlike a school, the setting operates between the hours of 8am and 4pm, 5 days a week, currently within term time only

Standards of care and staffing ratios are mandated by OFSTED

SUPPORTING PROCESSES

Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

The postholder will work within guidelines laid down by the Early Years' Leader and Pre-school Manager to support the delivery of general play schemes and learning schemes tailored to specific children.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

The postholder needs to notify the supervisor when equipment needs repair or replacement, and when stocks are running low.

The postholder needs to be aware of when to intervene in children's activities, on grounds of safety or of behaviour.

The postholder is involved in decisions about individual children and the curriculum, relating to the "five outcomes" or the Daycare standards.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.

The work involves varying, though significant, periods of standing, walking and some manual handling of persons and equipment in the Setting.

Noise, some outdoors work and client (children and carers) personal hygiene requirements impact on the normal working environment, with regular nappy changing required for babies.

Manual handling of play equipment involved in outdoor play with children

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.

It is an element of the job to:

- build and maintain a limited range of close contacts and relationships with children attending the centre and their families;
- discuss, under guidance from, or in tandem with, the Manager, the children's development with parents, carers and other professional staff, exchanging information about specific children There are frequent / daily contacts with care professionals within the Setting's staff, both phone and face to face

Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.

Knowledge, Skills and Experience: (To be completed by the Line Manager) The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.

Knowledge of children's needs, experience of care work to achieve competence, supported by ongoing training, to meet occupational standards to Level 2 Literate, numerate, food hygiene certificate. Requires sound communication skills and to be sensitive to families.

Possession of an appropriate NVQ level 2 qualification

Experience of working with children is essential.

Understanding of the 2004 Children Act and other relevant legislation.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: