



## Bank/Casual Pre-school Assistant

10/06/2015

**Job Title:** Bank pre-school assistant

**Rate of pay:** Up to £7.11 per hour, dependent on qualifications, + 12% holiday pay

**Responsible to:** Pre-school Leader

**Responsible for:** None

**Purpose of the job:** To work as part of the pre-school team under the direction of the pre-school manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

### Main duties

- To help to set up the playroom for the daily programme and to help tidy away at the end of the session, ensuring that all toys are clean and safe.
- To work in partnership with parents/carers and other family members.
- To advise the pre-school leader of any concerns e.g. over children, parents/carers, or the safety of equipment, preserving confidentiality as necessary.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To be aware of any special needs a child may have and to familiarise oneself with any relevant play and learning plans.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To provide lunch-time cover, as required.
- To attend in-service training courses and meetings as required.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To be aware of and adhere to our operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.



- To undertake any other reasonable duties as directed by the pre-school leader, in accordance with the pre-school's objectives.

### **Person specification**

#### **Essential criteria**

- Previous experience of working with young children.
- A satisfactory enhanced DBS check which confirms suitability to work with children.
- Commitment to working effectively with young children and families.
- Commitment to diversity and equal opportunities.
- Friendly, flexible approach.
- Willingness to learn and attend relevant training.
- Ability to work as part of a team and on own initiative.
- Good communication skills.
- Health clearance for the role.

#### **Desirable criteria**

1. A relevant childcare qualification as defined by the Department for Education (e.g. CACHE Level 3 NVQ in Childcare and Education).

**N.B: This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. Short-listed candidates will be expected to confirm that they are not disqualified from working with children, including through disqualification by association.**