



## Pre-School Assistant

To assist in the provision of the care, safety and learning of the children.

<b>Grade:</b>	5 (7-8)
<b>Hours:</b>	Term Time Only + Inset Days
<b>Responsible To:</b>	Headteacher
<b>Key Relationships/ Liaison with:</b>	Headteacher/Extended Services Manager/Trust central team/EYFS teacher/Premises Officer

## Main duties and responsibilities

In addition to the main duties and responsibilities for a grade 4 pre-school assistant the post holder will also:

### Children's Care

- Ensure the well-being, safety and security of the children including the locking of doors, windows and gates in accordance with safeguarding procedures
- Help in setting up and clearing away including cleaning duties in relation to mopping up spills, bodily fluids and other such substances.
- Maintain records as directed.
- Understand and effectively apply school and Trust policies related to the post especially those that relate to safeguarding and child protection.

### Children's Learning

- Assist in the planning and implementing a multi-cultural play curriculum to stimulate children's interest in learning.
- Assist the monitoring the quality of learning.
- Assist in the monitoring and recording of children's development.
- Assist in planning in relation to Ofsted early learning goals (the desirable learning outcomes).

### Management, Organisation and Administration

- Work as a member of the team.
- Assist in administration and organisation as required, including fee collection and cleaning duties (adhering to COSHH regulations and practices) as required inclusive but not exhaustive of sweeping, dusting, toilet cleaning, mopping and use of vacuum cleaner
- Ensure the Children Act and Ofsted requirements are complied with.
- Operate within the provision's policy framework, particularly in relation to the health and safety of themselves and others, child protection and equal opportunities.
- Liaise with parents/carers and other staff to ensure children are welcomed and supported.
- Liaise with the Premises Officer in reporting defects in a timely manner.
- Participate in appropriate professional staff development and training.
- Perform other such duties in relation to the job purpose that are from time to time required.

### Training

- In consultation with the Headteacher, identify and undertake appropriate training and development.

In addition to the above the post holder may need to undertake any other duties which are reasonably requested taking into account of the nature and grade of the post.

SPECIAL



# DISCOVERY

## **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore **a DBS enhanced check is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

## Person Specification

**Job Title:** Pre-School Assistant

**Grade:** 5 (7-8)

	Essential	Desirable	How assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good level of literacy and numeracy.</li> <li>• NVQ 3 qualification or equivalent.</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>App/Doc</p> <p>App/Ref</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working with children under five in informal or formal settings</li> </ul>	<p>✓</p>	<p>✓</p>	<p>App/Ref</p>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of good practice in under-fives care and education.</li> <li>• Knowledge of requirements of the Children Act.</li> <li>• Knowledge of Ofsted requirements</li> <li>• An understanding of Health &amp; Safety.</li> <li>• A knowledge of good security practices.</li> <li>• Ability to alert senior staff to unsafe practices.</li> <li>• Ability to understand and apply school and Trust policies related to the post including those that relate to safeguarding and child protection.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.</li> <li>• Ability to relate well to staff, governors and pupils and to be assertive when necessary.</li> <li>• Ability to maintain accurate records.</li> <li>• Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.</li> <li>• Self-motivated.</li> <li>• Ability to work with minimum supervision.</li> <li>• Willingness to undertake personal development and training.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Int</p> <p>Int</p> <p>Int</p> <p>Int</p> <p>Int</p> <p>Int</p> <p>Int</p>



# DISCOVERY

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>Ability to work as part of a team.</li> </ul>	✓		Int
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> <li>Attendance - evidence of regular attendance at work</li> </ul>	✓  ✓		App/Ref/Med  App/Int
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</li> </ul>	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**