

Pre-School Assistant

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

Grade:	4
Hours:	Term Time Only + Inset Days
Responsible To:	Pre-School Lead
Key Relationships/ Liaison with:	Headteacher/Extended Services Manager/Trust central team/EYFS teacher/Premises Officer
Job Purpose	To assist in the provision of care, safety and learning of the children
Occupational Standards	<ul style="list-style-type: none"> To have regard for, and work within the Early Years Foundation Stage Statutory Guidance To have regard for, and work within the Development Matters Framework

Main duties and responsibilities

A Preschool Assistant plays a crucial role in the early development and education of young children. This position involves providing support in a variety of tasks to ensure the smooth operation of the preschool and the well-being and education of the children.

Main Duties and Responsibilities

1.	To complete Paediatric First Aid training and assist with First Aid incidents/accidents. Comfort and supervise children who are ill or have had an accident, administering to their needs, as appropriate and referring to the Pre-School Lead/Deputy and/or First Aider ensuring that accidents are recorded appropriately.
2.	Always demonstrate a high level of care and engagement with the children during their time within the provision.
3.	Understand and apply all policies and procedures in accordance with Discovery Trust, with reference to Safeguarding, Child Protection, Health and Safety.
4.	Apply the highest confidentiality with issues that might arise. Always be sensitive and respectful to the different needs and requirements of children and families.
5.	To establish and maintain positive relationships with children, their families, the team and wider school team.
6.	Assist children undertaking activities, ensuring that all have equal opportunity to develop to their individual and social skills.
7.	Contribute to activity planning and resource ideas, including setting up and clearing away as required.
8.	To provide inclusive care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities.
9.	Help in setting up and clearing away including cleaning duties in relation to mopping up spills, bodily fluids and other such substances.
10.	Liaise with parents/carers and team members to ensure children are welcomed and supported
11.	Apply a high level of care and attention to the children's play, learning, and intimate care. This may involve supporting children's toileting needs and changing nappies.

Training

- In consultation with the Preschool Lead, 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 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.
- To ensure compliance with the safeguarding requirements of the Early Years Foundation Stage (EYFS) and the Discovery Extended Services Framework, colleagues may be transferred between Discovery childcare provisions as necessary in response to changing pupil numbers and colleague absence.
- 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.
- To ensure compliance with the safeguarding requirements of the Early Years Foundation Stage (EYFS) and the Discovery Extended Services Framework, colleagues may be transferred between Discovery childcare provisions as necessary in response to changing pupil numbers and colleague absence.
- 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 10th 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: **Preschool Assistant**

Grade: **4**

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> GCSE or equivalent maths & English (Grade 4 / C or above. Driving Licence 		✓ ✓	App/Doc App/Doc
<u>Experience</u> <ul style="list-style-type: none"> Experience of working with children in a play, childcare or out of school setting 		✓	App/Int/Ref
<u>Knowledge</u> <ul style="list-style-type: none"> Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. Understanding of the context in which schools operate An understanding of safeguarding and health and safety issues relevant to the post. 		✓ ✓ ✓	App/Int/Ref App/Int/Ref App/Int/Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int/Ref App/Int/Ref App/Int/Ref App/Int/Ref
<u>General Circumstances</u> <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Int/Ref
<u>Factors not already covered</u> <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 	✓		App/Int/Ref

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)

