



School: Discovery Schools Academy Trust

Job Title: Pre-school Assistant

Grade: Grade 5

Responsible To: Headteacher

**Key Relationships/
Liaison with:** Headteacher/Extended Services Manager/Trust central team/EYFS teacher/Premises Officer

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

Hours:

MAIN DUTIES AND RESPONSIBILITIES:

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

1. **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.
2. **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).
3. **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

Job Description



- 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

- a) 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 FACTORS, KNOWLEDGE & SKILLS:

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

- a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b) The post holder 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 service.
- c) Expenses will be paid for travel in line with Trust policies and procedures
- d) This post is subject to a check being carried out at an Enhanced level by the Disclosure Barring Service regarding any previous criminal record.

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 Schools Academies Trust Ltd is an inclusive employer.

Job Description



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Captains Close

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	Essential	Desirable	How assessed
<u>Qualifications</u>			
Good level of literacy and numeracy.	✓		App/Doc
NVQ 3 qualification or equivalent.	✓		App/Ref
<u>Experience</u>			
Experience of working with children under five in informal or formal settings	✓		App/Ref
<u>Knowledge</u>			
Knowledge of good practice in under-fives care and education.	✓		App/Int
Knowledge of requirements of the Children Act.	✓		App/Int
Knowledge of Ofsted requirements	✓		App/Int
An understanding of Health & Safety.	✓		App/Int
A knowledge of good security practices.	✓		App/Int
Ability to alert senior staff to unsafe practices.	✓		App/Int
Ability to understand and apply school and Trust policies related to the post including those that relate to safeguarding and child protection.	✓		App/Int

Person Specification



Person Specification

	Essential	Desirable	How assessed
<u>Skills/Attributes</u>			
Good communication and interpersonal skills.	✓		Int
Ability to relate well to staff, governors and pupils and to be assertive when necessary.	✓		Int
Ability to maintain accurate records.	✓		Int
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	✓		Int
Self-motivated.	✓		Int
Ability to work with minimum supervision.	✓		Int
Willingness to undertake personal development and training.	✓		Int
Ability to work as part of a team.	✓		Int
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

App = Application Form

Test = Test

Int = Interview



Pre = Presentation

Med = Medical Questionnaire

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