



Olveston Pre-School CIC

Job description: Apprentice

Olveston Pre-School

The Parish Hall

Upper Tockington Road

Tockington

Bristol

BS32 4LQ

Job title: Apprentice

Place of work: Olveston and / or Pilning Pre-School

Responsible to: Pre-school Manager/Leader

Purpose of the job: To work as part of the pre-school team under the direction of the Manager and Leader.

To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

Main Duties:

1. To assist with the activities that have been planned using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up for the daily programme and to help tidy away at the end of the session.



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3. To work in partnership with parents/carers and other family members.
4. To advise the Manager and Leader of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
6. To help teach children, offering an appropriate level of support and stimulating play experiences.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To support the lunch club at the setting.
9. To actively participate at team meetings, supervision meetings and appraisal meetings.
10. To attend training courses as required and to take responsibility for personal development.
12. To keep completely confidential any information regarding the children, their families or other staff, this is acquired as part of the job.
13. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.
14. To promote the setting to current parents and potential customers.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.