



Olveston Pre-School CIC

Job description: Qualified Pre-School Assistant

Olveston Pre-School
The Parish Hall
Upper Tockington Road
Tockington
Bristol
BS32 4LQ

Job title: Qualified Pre-school Assistant

Place of work: Olveston Pre-School

Hours of work: hours per week between the hours of 8.30am and 3.30pm
(some flexibility is required)

Responsible to: Pre-school Manager/Leader

Responsible for: Pre-school staff

Purpose of the job: To work as part of the Pre-School team under the direction of the Pre-School Manager. To provide high quality education and care for young children which meets the needs of individual children attending the setting.

Hourly rate of pay: £11.05 per hour (to be reviewed from April 2024)



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Main Duties

- 1) To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- 2) To help set up the rooms for the daily programme and help pack away at the end of the session.
- 3) To act as key person to a small group of children liaising closely with and building effective relationships with parents /carers ensuring each child's needs are recognised and met.
- 4) To work in partnership with parents /carers and other family members.
- 5) To advise the Pre-School Leader of any concerns e.g. over children, parents or safety of equipment, preserving confidentiality.
- 6) To ensure that children are kept safe and that you understand when and how to follow child protection and safeguarding procedures.
- 7) To provide support to Unqualified Assistants and Apprentices.
- 8) To support children at snack and mealtimes
- 9) To actively participate at team meetings, supervisor meetings and appraisals
- 10) To attend training courses as required and complete all mandatory training.
- 11) To be proactive in maintaining own professional progression and documentation.
- 12) To keep completely confidential any information regarding children, their families or other staff, this is acquired as part of the role.
- 13) To ensure records are properly maintained, e.g. accident and incident book and that confidentiality is maintained.
- 14) To be aware of and adhere to all the setting's policies and procedures.
- 15) To undertake any other reasonable duties as directed by the Pre-School leader in accordance with the setting's business plan /objectives.
- 16) To ensure records regarding SEND are recorded and kept up to date.



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- 17) To work with other professionals and attend meetings regarding SEND
- 18) To ensure SEND training is up to date, record any information and relay information back to staff.
- 19) Ensure the above policies are kept up to date and report them back to the Manager.

General

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.