



Olveston Pre-School CIC

Job description: Unqualified Pre-School Assistant

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

Job title: Unqualified 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: To work as a key person and ensure records are kept up to date.

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

Hourly rate (to be reviewed from April 2024): £10.92 p/hr



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Main Duties

1. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help to set up the room for the daily programme and to help tidy away at the end of the session.
3. To act as a Key Person to a small group of children, liaising closely and building an effective relationship with parents/carers and 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 Manager or Pre-School Leader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To teach children, offering an appropriate level of support and stimulating play experiences.
7. To ensure that children are kept safe and demonstrate an understanding of when to follow child protection procedures.
8. To support mealtimes and snack times within the setting.
9. To actively participate at team meetings, supervisor meetings and appraisal meetings.
10. To attend training courses as required and to take responsibility for your development.
11. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
12. 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 etc.
13. To ensure that adequate records are kept and updated regularly.
14. To promote the Pre-School to current parents/carers and potential customers.



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15. To undertake any other reasonable duties as directed by the Pre-school Manager or Pre-School Leader, in accordance with the setting's business plan/objectives.

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.