

## Brookhurst Pre School Job Description Pre School- Assistant 2020

### JOB DESCRIPTION for Preschool Assistant

Brookhurst Pre School Group (Stepping stones)

Brookhurst Road

Bromborough

Wirral

CH63 0EH

<i>Job title:</i>	Pre-school assistant
<i>Responsible to:</i>	Pre-school Supervisor/Manager
<i>Responsible for:</i>	None
<i>Purpose of the job:</i>	to work as a key person and as part of the preschool team under the direction of the supervisor and manager to provide safe, high quality education and care for young children

#### *Main duties*

1. To assist with the planning of the curriculum
2. To help to set up the playroom for the daily programme and to help tidy away at the end of the session
3. To act as a key person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met
4. To advise the pre-school supervisor/manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary
5. To teach children, offering an appropriate level of support and stimulation, leading by example
6. To attend staff meetings
7. To attend in-service training and meetings as required and to undergo further training as may be required by the pre-school committee and in line with Ofsted's minimum requirements
8. To keep completely confidential any information regarding the children and their families or other staff which is acquired as part of the job
9. To undertake any other reasonable duties as directed by the preschool supervisor or manager  
In accordance with the preschools objectives

*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.*

**Brookhurst Pre School Group (Stepping Stones) | Brookhurst Road | Bromborough | CH63 0EH**

[carol-kerry@brookstep.co.uk](mailto:carol-kerry@brookstep.co.uk) | 0151 343 0451

## Brookhurst Pre School Job Description Pre School- Assistant 2020

### Person specification

#### *Essential criteria*

- 1 *willingness to learn*
- 2 *CACHE level 11 certificate in pre-school practise, NVQ level 11 or equivalent and a commitment to train to level 111*
- 3 *Previous experience of working with young children*
- 4 *Commitment to equal opportunities*
- 5 *Commitment to young children and families*
- 6 *Friendly, flexible approach*
- 7 *Health cleared for the role*
- 8 *Flexibility to cover for staff absence*
- 9 *Previous experience of working with young children*

#### *Desirable criterion*

- 1 *Diploma in preschool practice or NVQ 111.*
- 2 *First Aid*
- 3 *Food hygiene*
- 4 *Safeguarding*