

Job Description

LOCATION:	Peasmarsh Flying Start Pre-School, School Lane, Peasmarsh, Rye, East Sussex, TN31 6UW
JOB TITLE:	Pre-school Assistant
HOURS:	23 per week, term time only
RESPONSIBLE TO:	Manager Dawn Bull/Julie Stevens

MAIN PURPOSE OF THE JOB:

To work effectively as part of the Pre-School team, to provide a safe, stimulating and caring environment for children.

Key Tasks

1. To implement and embed all aspects of the Early Years Foundation Stage (EYFS) to the highest standard.
2. To be responsible for children and promote British Values throughout the sessions.
3. To work in partnership with other staff and professionals.
4. To communicate with parents and carers about the day-to-day needs of the children.
5. To make all children feel valued and that their ideas listened to.
6. To have a clear understanding and be able to fully implement the Safeguarding Policy and Procedures, with a responsibility for ensuring children's welfare is paramount at all times.
7. To undertake training as appropriate to keep up-to-date with changes in legislation and to embrace new initiatives.
8. To have a clear understanding of their specific responsibilities to include Health and Safety and ensure that the guidelines are adhered to.
9. To maintain records and documentation where relevant.

Progression

1. To be responsible for a group of key children, by observing, planning, monitoring and accurately recording each individual's development in accordance with The Early Years Foundation Stage.
2. To be responsible for Special Educational Needs for the setting.
3. To work in partnership with other professionals to improve outcomes for children.
4. To maintain records and documentation that complies with the statutory requirements and ensuring that Learning Journeys and Summative Assessments are kept up to date.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification

LOCATION: Peasmarsh Flying Start Pre-School, School Lane,
Peasmarsh, Rye, East Sussex, TN31 6UW

JOB TITLE: Pre-school Assistant

	Essential Criteria	Desirable Criteria	Method of Assessment / Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> Ability to follow instructions and work on own initiative as necessary. Communicate effectively with parents, carers and other professionals. Keep accurate records. Implement high health and safety standards. Work flexibly as part of a team. The ability to record individual needs and monitor progress. 	<ul style="list-style-type: none"> Promoting positive parenting skills. 	Application Interview Assessment
Education & Qualifications	<ul style="list-style-type: none"> Recognised level 3 Qualification in Early Years (NVQ, BTec Certificate /Diploma). 	<ul style="list-style-type: none"> Evidence of attending further training / achieving additional qualifications. 	Application Certificates
Knowledge	<ul style="list-style-type: none"> Some understanding of the Early Years Foundation Stage (EYFS). Some understanding of children's development. Understanding of Child Protection and Safeguarding Procedures. 	<ul style="list-style-type: none"> Knowledge of current legislation. Knowledge of Children's Centres. 	Application Interview
Experience	<ul style="list-style-type: none"> Experience within childcare. Experience of SENCO role. Experience of being a key person in a childcare setting. 		Application Interview

	Essential Criteria	Desirable Criteria	Method of Assessment / Source of Information
Personal Attributes	<ul style="list-style-type: none"> • Pro-active and self-motivated approach to work. • Commitment to continuing professional development. 		Application Interview References
Other	<ul style="list-style-type: none"> • To be able to work flexibly including occasional extra hours. 		

East Sussex County Council Health and Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving and handling operations	X
Vocational driving, driving light goods vehicles, people carrying vehicles or forklift trucks	<input type="checkbox"/>
Lone working	<input type="checkbox"/>
Shift work	<input type="checkbox"/>
Night work	<input type="checkbox"/>
Climbing/Working at height	<input type="checkbox"/>
Working with hazardous substances, skin irritants, sensitisers, and/or with biological agents or chemical agents in a laboratory	<input type="checkbox"/>
Working with dangerous machinery	<input type="checkbox"/>
Exposure to noise and /or vibration	X
Handling food	X
Exposure to blood /body fluids	X
Providing healthcare	X