

JOB DESCRIPTION

School/College: Whitwick St John the Baptist CE Primary School

Job Title: Pre-School Assistant

Grade: 5

Post Number:

Responsible To: Pre-School Leader

Responsible For:

**Key Relationships/
Liaison with:**

Job Purpose: To assist in the provision of the care, safety and learning of the children.

MAIN DUTIES AND RESPONSIBILITIES:

1. **Children's Care**

Ensuring the well-being, safety and security of the children.
Helping in setting up and clearing away.
Maintaining records as directed.

2. **Children's Learning**

Assisting in the planning and implementing a multi-cultural play curriculum to stimulate children's interest in learning.
Assisting the monitoring the quality of learning.
Assisting in the monitoring and recording of children's development.
Assisting in planning in relation to Ofsted early learning goals (the desirable learning outcomes).

3. **Management, Organisation and Administration**

Working as a member of the team.
Assisting in administration and organisation as required, including fee collection.
Ensuring the Children Act and Ofsted requirements are complied with.
Operating within the group's policy framework, particularly in relation to health and safety, child protection and equal opportunities.
Liaison with parents/carers and other staff to ensure children are welcomed and supported.
Participation in appropriate professional staff development and training.
Other such duties in relation to the job purpose that are from time to time required

SPECIAL FACTORS:

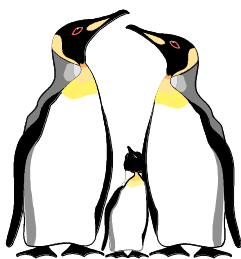
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Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.



PERSON SPECIFICATION

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Grade: 5

Post Number:

	Essential	Desirable	How assessed
<u>Qualifications</u> NVQ 2 qualification or equivalent.	✓		App/Doc
<u>Experience</u> Experience of working with children under five in informal or formal settings.	✓		App/Ref
<u>Knowledge</u> Knowledge of good practice in under fives care and education. Knowledge of requirements of the Children Act. Knowledge of Ofsted requirements.	✓	✓ ✓	
<u>Skills/Attributes</u> Personal organisation. Good communication skills. Good team worker.	✓ ✓ ✓		
<u>General Circumstances</u> Attendance - evidence of regular attendance at work An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations Willingness to undertake staff development and training.	✓ ✓ ✓		App/Ref/ Med App/Int

	Essential	Desirable	How assessed
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)