



## Sticky Fingers Pre-School

Abbas and Templecombe Church School,  
School Lane, Templecombe, Somerset, BA8 0HP.

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Registered Charity no. 1029754 / [www.stickyfingerspre-school.co.uk](http://www.stickyfingerspre-school.co.uk)

### Job Description

<b>Job Title:</b>	<b>Pre-School Assistant</b>
<b>Salary:</b>	
<b>Reports To:</b>	<b>Pre-School Manager</b>
<b>Full/Part time:</b>	<b>Part time</b>

### Job Purpose

As a member of the Pre-School team ensure that children within its care are safe and secure, delivering the highest possible standards of early learning opportunities to enable children to make outstanding progress.

The post holder will work with colleagues to ensure the integrated delivery of high-quality childcare and educational provision within the Pre-School.

This post will be responsible for supervising the activities of children within the Pre-School, including both indoor and outdoor areas, ensuring a safe environment is always maintained both individually and in groups.

To assist in ensuring a stable, caring and supportive environment, which facilitates the children's personal, social and moral development.

This post will, for the majority of the time, be working under the supervision of senior staff.

### Main Responsibilities and Duties

- To ensure the development, safety and wellbeing of all the children attending the Pre-School. This will be by providing high quality provision for the Pre-School children, which includes a wide range of activities and opportunities to enable children to achieve their full potential in accordance with the Pre-School's policies and procedures
- To have responsibility for a number of key children, working in partnership with families, ensuring that individual children's childcare needs are met at all times. This includes maintaining the appropriate documentation and attending meetings with parents/carers to discuss children's learning plans.
- Working within established childcare standards and Pre-School policies, to ensure that individual children's daily childcare needs are met at all times by:
  - a. Providing high quality childcare for under-fives, which includes a wide range of playing and learning activities and opportunities to enable children to achieve their full potential.
  - b. Assisting in the provision of a warm caring environment that enables children and their families to settle easily; that is accessible to all and seeks to integrate children and parents with disabilities, sensitively and positively into the setting, promoting participation in a range of quality activities.
  - c. Liaising closely with senior members of the staff team to ensure childcare provision delivers the Early Years Foundation Stage requirements.

d. Assisting in the provision of a high-quality play environment, both indoors and outdoors, that adheres to OFSTED requirements through planning, effective organisation and provision of early years resources.

- Insightful observation, assessment and evaluation that leads to planning engaging activities to support next steps of learning for individual and groups of children. Using IT skills to take digital photographs to include in records and displays.
- With guidance, supporting senior staff in discussing and liaising with parents/carers to highlight the needs of their children and sharing developmental information on a regular basis with other professionals.
- Daily supervision and care of children. Taking care of children's personal needs and encouraging self-help and social skills and supporting children's raising of self-awareness.
- Support children during snack and lunch time. Supervision of their eating and drinking and clearing and cleaning away after meals. Children and adults will sit together to create a nurturing atmosphere and a supportive environment for children at snack and lunch times.
- Support the Pre-School SENCO in identifying children's individual needs and plan accordingly working in partnership with parents and other professionals as necessary in order to help early identification and support as required.
- To assist in the maintenance of adequate standards of cleanliness, hygiene and safety within the setting, following prescribed standards, which includes recording and administering basic First Aid in line with pre-school first aid policy.
- To have an overall knowledge of and provide a service which values and respects the race, religion, language, culture and needs of all the children and families using the Pre-School.
- To accept responsibility for special projects or areas of work as directed by the senior staff.
- To understand and work within the Health and Safety framework, policies, procedures, guidelines and legislation including fire drills. Administer First Aid and record accidents and incidents in line with Pre-School procedures.
- To be vigilant at all times to ensure the safety children, adults and staff, being aware of any potential hazards and risks which may arise in a Pre-School setting.
- To participate in regular supervisions, annual appraisals and staff meetings, as well as any Pre-School-based community or parent events.
- To provide flexibility in covering at short notice in the event of unforeseen circumstances.

### **Supervision and Management**

Typically, there will be supervision available from senior members of the nursery team regularly within the day.

To participate in regular supervisions, annual appraisals and staff meetings and continued professional development.

To support / peer mentor new staff.

### **Key Contacts and Relationships**

It is an essential element of the post to build and maintain a range of close contacts and positive relationships at all levels which may include

- Staff within the school/Pre-School
- Children, young people and families
- Other professional staff and agencies

If appropriate the post-holder may offer advice and guidance to families relating to the provision of support, care and education.

### **Working Environment**

The majority of the work will take place in the school environment, there will also be some work undertaken off of the school site, including educational visits. The childcare environment is inherently noisy and active. It includes working outdoors and away from the centre on visits and activities.

The post-holder will spend much of the day walking and standing, engaging in play activities with children rather than sitting at a desk, and from time to time will be required to:

1. Carry heavy play equipment.

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| <ol style="list-style-type: none"><li>2. Exercise manual handling skills with children.</li><li>3. Physical care of young children.</li></ol> |
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I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....