

**Job Description**

**Job Title: Early Years Assistant**

**Accountable to:** Pre-School Staff Manager/Chair of management Committee

**Purpose of the job -** To provide high quality care for children atBollington Pre-School, to fulfil legal and statutory requirements; to contribute to and implement pre-school policies.

**Principal duties and responsibilities**

• Provide high quality care and activities for and children which recognise both individual and group requirements in a secure, safe and stimulating environment

* Adhere to the Preschool Positive behaviour management policy and ensure that you enable positive behaviour in our children at all times.

• Ensure that the Early Years Foundation Stage framework is implemented in your practice with the children

• Work in partnership with parents and carers, recognising that parents are their children’s first educators, and encourage parental involvement in their child’s learning

• Maintain vigilance for signs of possible abuse or neglect and report any suspicions to the Pre-School’s SOCCO ensuring that pre-school’s safeguarding policies and procedures are adhered to at all times.

• Ensure close monitoring of children about whom there are concerns.

• Participate in professional development and training and keep up-to-date with current good practice.

• Work in partnership with other early years professionals and outside agencies,

• Prepare and serve food, milk, drink and snacks to children, encouraging good nutrition and sociable eating

• Assist children with personal care, including changing nappies, assisting with potty training and other associated welfare duties.

• To assist in the daily cleaning routines and ensuring opening and closing down checks are completed on a daily basis and to carry out on-going cleaning of the equipment

• Carry out health and safety checks as required to ensure the preschool is tidy, safe, clean and secure for children, staff, parents/carers and visitors

• Be constantly mindful of maintaining correct ratios and as a result never leave the room and put your colleagues at risk of being out of ratio unless in case of emergency

• Ensue that you are familiar with the policies and procedures of the Pre-School, adhering to them at all times

* Attend staff meetings.

• Display exemplary practice at all times

• Co-operate in the implementation of the health and safety policy and ensure that the pre-school’s practices and environment meets health and safety standards

• Undertake other duties appropriate to the character of the role as may reasonably be required by the Pre-School

* Follow the Bollington Staff Conduct policy at all times.

**Person Specification**

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| **ESSENTIAL**  | **DESIRABLE**  |
| **Skills, aptitude, knowledge and experience**. * A positive approach to learning and evidence of continuous professional development.
 | * Post qualification experience of working in a childcare setting.
* Experience of working within a team
* Achieved or working towards CACHE/ NVQ Level 2 or Level 3 in Early Years
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| **Personal Qualities*** Self Motivated
* Punctuality
* Excellent communication skills, with children, colleagues, parents/ carers and partners.
* Good organisational skills, record keeping and planning.
* Reliability and trustworthiness
* Flexible approach.
* Strong and committed team member.

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| **Equality and Diversity*** Commitment to equal opportunities.
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**Contacts and Relationships.**

Working relationships will include and are to be promoted with :-

Internal

* Pre School General Manager
* Early Years Professional
* Colleagues
* Children

External

* Ofsted
* Parents and families
* Staff from other agencies and settings including but not limited to local primary schools, other Early years settings.

The Early Years Practitioner must be approachable, friendly and able to communicate effectively at all times.

At all times the Early Years Practitioner will be expected to respect the confidentiality of sensitive family information (subject to child protection policies and procedures)

**Decisions**

* Information and guidance will be readily available, however the Early years Assistant will be expected to ensure children's care needs are met. The role requires the confidence to make day to day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.
* The EY assistant will be expected to suggest new practices and ways of working that will enhance the provision.

**Consequences**

* Decisions made by the EY assistant makes will directly impact on the day to day quality and flexibility of childcare for children and families.
* The EY assistant will need to implement policies and will be expected to interpret policies and procedures thoughtfully, consistently and tactfully.

**Resources**

* The EY assistant will have day to day responsibility for providing snacks for the Pre School and ensuring that the provision is clean, safe and welcoming to our children and families.
* The EY Assistant will be expected to highlight to the Manager any resources that require attention or need to be provided.

**Work environment**

* **a)  Work Demands**

* The EY Practitioner will need to demonstrate effective time and resource management to meet the requirements and activities that our children and families demand
* Bollington Pre School is a not for profit organisation and the purchase of resources relies on fundraising. The EY practitioner will be expected wherever reasonably possible to support the Pre Schools fundraising events.
* **b)  Physical Demands**
* The work requires normal physical effort.  It may occasionally involve lifting and handling of training equipment, play equipment and other resources and to be involved in practical activities and physical care of young children.

* **c) Working Conditions**

* The EY Asssistant is mainly Preschool based, but will be expected to attend meetings & training in other places and outings with the children.
* The EY Assistant will spend some amount of time outdoors on activities with the children and will be expected to wear clothing suitable for the weather at that time.

Your duties will be as set out in the above job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.