



JOB DESCRIPTION

Job title: Pre School Assistant
Reports to: Nursery Manager
Grade: National Minimum Wage

Trust Ethos and Mission statement

Excellence through cultivating character, sharing talents and pursuing excellence.

All members of the team employed by the Academies for Character and Excellence (Enhanced Services) support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us

Purpose of the Job

- To deliver a high standard of learning, development and care for children aged 0-5 years
- To ensure that the pre school nursery is a safe environment for children, staff and others.
- To developing partnerships with parents/carers to increase involvement in their child's development.
- To be responsible for any tasks delegated by the Pre School Manager or Deputy.

Main Duties

Support the Pre School Manager by:

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the preschool nursery meets Ofsted requirements at all times.
- To undertake designated officer roles/coordinator roles as directed.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To plan activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To liaise closely with parents/carers, informing them about the pre school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with pre school manager to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives



Support the pre school and Trust by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the pre school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times