

JOB DESCRIPTION

Job title: Pre School Assistant – Lunch Cover

Service: Peterborough Pre School Service

Hourly rate: £8.91

Hours: 5 hours per week, 38 weeks per year

Location: Peterborough

Responsible to: Setting Supervisor

Key tasks and responsibilities:

1. To work in consultation with the Pre-School Supervisor to provide a happy, safe, secure and stimulating environment in accordance with the Early Years Foundation Stage.
2. To help organise the routine of the pre-school, using own initiative to ensure the smooth running of each session. In particular, to prepare the lunch area, to join children at the dining table and to clear it after use.
3. To maintain a safe, secure and clean environment. This will include daily cleaning tasks, safety checks and the removal of hazards.
4. To be able to work as a member of the team and take an active role in the team. This might include supporting the setting in fundraising events or social activities.
5. To be committed to delivering a stimulating and varied range of activities, giving equal weight to the indoor, outdoor and local environment.
6. To maintain an attractive setting by creating displays and areas of interest.
7. To engage with all the children on their level and encourage them to become confident, sociable and independent. To support children during the lunch period to encourage good table manners and to ensure that our "Healthy Eating Policy" is maintained.
8. To carry out written/ photographic observations and assessments of the children to assist key workers in their record keeping and planning.
9. To build strong, professional relationships with parents/carers. This will include welcoming them into the setting and involving them in activities.
10. To undertake required training such as First Aid, Child Protection and Food Hygiene. A commitment is required to attend other Early Years and Family Action training as appropriate to your role.
11. To be familiar with daily record keeping, and to complete this if required.
12. To report and record any accidents, incidents or child protection concerns. To be aware of emergency procedures.
13. To ensure that staff : child ratios are maintained at all times. This requires a commitment to punctuality and regular attendance. Personal appointments should be avoided during work hours. A commitment is required to take holidays out of term time only.
14. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

- a) Being people focused
- b) Reflecting a 'can do' approach
- c) Striving for excellence in everything we do
- d) Having mutual respect for everyone we work with, work for and support through our services

15. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

16. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

17. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

18. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

1. Experience of working with young children is advantageous.
2. Awareness of the needs of children and their development.
3. Understanding of the impact of discrimination upon individuals, their families and wider groups..
4. Experience of working as a member of a team.
5. Ability to communicate in a clear, non-discriminatory manner.
6. Ability to provide the children with a safe and stimulating environment and preferably with the ability to plan activities for the children.
7. Ability to identify a child in need / need of protection.
8. Commitment to provide high quality day care to young children and their families.
9. Willingness to seek advice and assistance.
10. Willingness to attend training and attend planning sessions.
11. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services