

## **JOB DESCRIPTION**

<b>Job title:</b>	Sessional Pre-School Assistant
<b>Service:</b>	Peterborough Pre-School Service
<b>Hourly rate:</b>	£9.50
<b>Hours:</b>	Sessional
<b>Location:</b>	Peterborough
<b>Responsible to:</b>	Early Years Manager

### **Key tasks and responsibilities:**

1. To work, when required, 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 daily routine of the pre-school, using own initiative to ensure the smooth running of each session.
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.
8. To build strong, professional relationships with parents/carers. This will include welcoming them into the setting, involving them in activities and discussing their child's development.
9. 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.
10. To be familiar with daily record keeping, and to complete this if required.
11. To report and record any accidents, incidents or child protection concerns. To be aware of emergency procedures.

12. To ensure that staff:child ratios are maintained at all times. This requires a commitment to punctuality. Personal appointments should be avoided during work hours.
13. 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
14. 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.
15. 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.
16. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
17. 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. Educated or working towards a level two qualification Early Years or Childcare, and evidence of a commitment to continuing learning and professional development.
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. Knowledge of the Early Years Foundation Stage and preferably knowledge of the Children's Act and other relevant legislation.
5. Experience of working with pre-school children.
6. Ability to work as a member of a team.
7. Ability to communicate in a clear, non-discriminatory manner.
8. Ability to plan activities for the children.
9. Ability to provide the children with a safe and stimulating environment.

10. Ability to identify a child in need / need of protection.
11. Commitment to provide high quality day care to young children and their families.
12. Commitment to maintain a professional approach towards families and colleagues.
13. Willingness to seek advice and assistance.
14. Willingness to attend training and attend planning sessions.
15. 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