



Harpsden Woodland Pre-School  
Harpsden Village Hall, Harpsden, Henley-on-Thames, RG9 4HH

### Job description: Pre-School Assistant (Plus Cover)

Job title:	Pre-School Assistant
Responsible to:	Manager
Purpose of the job:	To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting. To maintain a stimulating and enjoyable working environment.
Hours:	Part-Time, term time position; 12 hours per week – Monday PM Tuesday All Day Thursday PM Friday AM
Harpsden Woodland Pre-School is a term-time only setting open from Monday to Friday 9am – 3pm	
Pay:	TBC dependent on experience; plus holiday pay and pension
Interviews:	First interviews are scheduled for Monday 29 <sup>th</sup> January 2024 and second interviews are scheduled for Monday 5 <sup>th</sup> February 2024

**Safeguarding requirement:** Harpsden Woodland Pre-School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

#### Main duties

1. To teach children, offering an appropriate level of support and stimulating play experiences.
2. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance. To keep up to date with current good practice.
3. To help to set up for the daily programme and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
4. To assist with the weekly outdoor learning session.
5. To work in partnership with parents/carers and other family members.
6. To ensure that children are kept safe and that you understand when to follow child protection procedures.

7. To advise the Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
8. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
9. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
10. To be aware of any special provisions a child may need and to familiarise oneself with relevant play and learning plans.
11. To support snack / lunch times within the setting.
12. To actively participate at team meetings, supervision meetings and appraisal meetings.
13. To use initiative at all times and offer own thoughts and ideas to the Manager.
14. To attend training courses as required and to take responsibility for personal development.
15. To attend special events, outings and visits as required.
16. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.
17. To ensure that adequate records are kept and updated regularly. To adhere to systems of observation and record keeping so that children's achievements are effectively and regularly assessed.
18. To promote the setting to current parents and potential customers.
19. To commit to the Pre-School's equality and diversity policy.
20. To undertake any other reasonable duties as directed by the Manager, in accordance with the pre-school objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Teaching Manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

## **Person Specification**

### *Essential criteria*

1. Proven experience of working with young children.
2. Willingness to learn and undertake further training.
3. Sound knowledge of child development from birth to five years.
4. Knowledge of the Early Years Foundation Stage (EYFS).
5. An understanding of play-based approaches to children's learning and development.
6. Knowledge of safeguarding and child protection procedures.

7. A commitment to continuously promote a culture of safeguarding.
8. Good communication skills.
9. A commitment to equal opportunities.
10. A commitment to working effectively with young children and families.
11. A friendly and flexible approach at work which facilitates the development of effective relationships.

*Desirable criteria*

1. Level 2 or 3 Qualified in Early Years Education.
2. Current Paediatric First Aid qualification.
3. Food Hygiene Level 2
4. Interest in Outdoor Education and Forest School

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**

**January 2024**