

PRE-SCHOOL LEARNING ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

**JOB TITLE:** FLEXIBLE PRE SCHOOL ASSISTANT

**BASED:** NATIONAL DSP

**RESPONSIBLE TO:** PRE SCHOOL MANAGER

**RESPONSIBLE FOR:** NONE

**JOB PURPOSE:** To provide care and inclusive play and learning opportunities for all children attending the setting and to maintain a safe, stimulating and enjoyable environment.

**SAFEGUARDING REQUIREMENT:**

The Early Years Alliance is committed to safeguard and promote 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 procedure to continuously promote a culture of safeguarding across the whole organisation.

**MAIN DUTIES:**

1. To meet children's learning and development needs in the prime and specific areas by providing stimulating and age-appropriate play in the pre-school.
2. To be fully aware of the Alliances operational policies and procedures and ensure that policies and procedures are followed, implemented, monitored, reviewed by all staff this includes ensuring that all accidents and incidents are recorded as outlined in the policies and procedures.
3. To supervise the children where appropriate and to protect them from dangerous or harmful situations, as directed by senior staff.
4. To contribute to a high level of care that will enhance the children's general health and well-being and to ensure that all toys and equipment are suitable, clean and safe at all times.
5. To assist in providing a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers.

6. To assist in the preparation of snacks, ensuring that all children's dietary and cultural needs are met and consideration is given to allergy requirements .
7. To be aware of any special educational and additional needs a child may have and informing other staff as appropriate. To ensure that every child's individual needs are known and met in an environment that is free from discrimination where each child is valued and respected.
8. To contribute towards observations of children in order to establish that the children's development, general health and well-being is being enhanced and discuss the progress of children with the relevant key person and contribute any ideas to informal & formal planning sessions.
9. To contribute to and attend his/her supervisions and staff appraisal.
10. To attend and contribute at regular staff/team meetings.
11. To adhere to the Alliance's safeguarding procedures to promote the welfare and safety of children within the setting and to share any welfare or child protection concerns immediately with the Pre-school Manager.
12. To attend any conferences, training events or meetings as identified by the Preschool Manager.
13. To ensure adherence to setting's code of practice on confidentiality.
14. To keep up to date with current good practice.
15. Commitment to work flexible hours, during the operational hours of the pre-school.
16. Develop an understanding of the duties and routines of the day, within the pre-school
17. To perform any other duties as deemed necessary by the Pre-school Manager.

### **EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. S/he must have an understanding of and commitment to equality of opportunity and anti- racism issues.

### **POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: child protection, health & safety and security, confidentiality and data protection, bribery and corruption, signing agreement and contracts and financial.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance*

*with the needs of Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

## **PERSON SPECIFICATION**

### **Essential Criteria:**

1. It is a statutory requirement that: “staff have a sufficient understanding and use of English to ensure the well-being of children in their care.” Section 3.26, EYFS (2014).
2. A commitment to continuing professional development.
3. Experience of working with young children.
4. Ability to communicate this includes the ability to establish rapport and credibility with external agencies, mothers, fathers and guardians and other carers. Ability to produce clear, accurate and well-written reports and correspondence in English, e.g. for observations, behavioural and development.
5. Ability to build good partnership working relationships with colleagues.
6. A commitment to equal opportunities and to be aware of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected for who they are.
7. Commitment to the learning and development of young children and families.
8. Friendly, flexible approach.
9. Good customer awareness.
10. Ability to work as a part of a team and on own initiative.

### **Desirable:**

1. Experience of having worked with young children.
2. A commitment to commence a NVQ 2 in childcare or the Certificate of Pre-school practice within the first year of employment.

### **TERMS & CONDITIONS:**

**Grade: DSP NA**

**Salary Range:**

**Annual Leave:**

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.

**Pension:** The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

<b>Date effective</b>	<b>Employer minimum contribution</b>	<b>Employee minimum contribution</b>	<b>Total minimum contribution</b>
Currently until 5 April 2018	1%	1%	2%
6 April 2018 to 5 April 2019	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

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