

Heathcot Preschool Ltd

Trainee Pre- School Assistant Job description

Responsible to: Manager and Supervisor

Purpose of post:

To contribute a high standard of physical, emotional, social and intellectual care for children and give support to other personnel within the Pre-school and implement the daily routine effectively. Moreover, they should complete all academic aspects of the apprenticeship.

Key areas:

- Work with children
- Team work
- Liaise with parents.

Duties and responsibilities:

- To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff
- Once you have been trained on the EYFS, support the staff team by completing observations and begin to link these to the Development Matters Framework
- Work alongside parents of children with special needs to give full integration in the Pre- school
- Support all staff and engage in good team working
- Liaise with and support parents and other family members
- To attend out of working hours activities, e.g. training and staff meetings
- To be flexible within working practices of the pre-school.
- Undertake certain domestic jobs within the pre-school, e.g. preparation of snack meals, cleansing of equipment etc.
- Work alongside the Manager and staff team to ensure that the pre- school's philosophy is fulfilled
- Recording accidents in the accident book. Ensure the Manager has initialled the report before the parent receives it
- Ensure someone known and agreed by the pre-school collects the child
- To respect the confidentiality of information received
- To develop your role within the team especially with regard as a key person.

Specific childcare tasks:

- The preparation and completion of activities to suit the child's stage of development
- To ensure that meal times are a time of pleasant social sharing
- Washing and changing children as required
- Ensuring a poorly child is kept calm and warm
- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development
- To be aware of the high profile of the pre-school and to uphold its standards always.