

Name and address of pre-school: The Brambles Pre-School, The Green, Brampton, Huntingdon, Cambs. PE28 4RF

Job Title: Pre-school assistant

Responsible to: Pre-school leader

Responsible for: keyworker / leading play

Purpose of the job: To work with keyworkers and, as part of the pre-school team under the direction of the pre-school leader, to provide safe, high quality education and care for young children.

Main Duties:

1. To help set up the playroom for the daily programme and to help tidy away at the end of the session.
2. To be a keyworker to ensure that each child's needs are recognised and met.
3. To advise the pre-school leader of any concerns, e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
4. To teach children, offering an appropriate level of support and stimulation.
5. To attend staff meetings.
6. To attend in-service training courses and meetings as required.
7. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
8. To undertake any other reasonable duties as directed by the pre-school leader, in accordance with the pre-school/nursery's business plan/objectives.

N.B. *This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*

Person specification

Desirable criteria

1. Willingness to learn
2. Previous experience of working with young children.
3. Commitment to equal opportunities
4. Commitment to young children and their families
5. Friendly, flexible approach
6. Suitable both mentally and physically to care for children
7. Level 2 Certificate in Pre-school Practice, NVQ Level 2 or equivalent