



Purley Pre-school, Purley Memorial Hall, Glebe Road, Purley-on-Thames, RG8 8DP

Registered Charity No.1028921

Job Description: Preschool Assistant L3

- Job title: Pre-school Assistant L3
- Responsible to: Pre-school Supervisor
- Responsible for: Helping Pre-school Supervisor and Pre-school staff with attending children
- Purpose of the job: To help provide safe, high quality education and care for pre-school children. To help the Pre-school Supervisor to fulfil legal and statutory requirements and to contribute to/implement pre-school policies. To work as part of the pre-school team under the direction of the Supervisor. To work with the parent Committee to help run a successful pre-school in a fun and safe environment.

Main duties

1. To provide a high quality of education and learning and offer appropriate stimulation and support to children attending the setting.
2. To ensure that the welfare and safety of children is promoted with the setting and that any child protection concerns are always appropriately acted upon immediately.
3. To help ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.
4. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
5. As a staff member, allow parents the opportunity to meet with their child's key person (e.g. parent evenings).
6. To help ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.
7. To work as a team to help implement any recommendations made following regulatory inspections.
8. To contribute to and to help implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
9. To help ensure that children attending the setting receive a balanced and healthy diet at snack time.