



Purley Pre-School, Purley Memorial Hall, Glebe Road, Purley on Thames, Berkshire. RG8 8DP  
Registered Charity No.1028921

## **PRE-SCHOOL ASSISTANT**

**Required from September 2017**

Purley Pre-School provides early years education for children from 2 years to 5 years of age. From September 2017, the Pre-School will be open Monday – Friday from 8.45am to 3.15pm at Long Lane Primary School, Long Lane, Tilehurst. We are a charity formed as a partnership between parents and staff and we have been providing learning through play for children in the local community since 1965. Due to an increase in sessions, we are looking for an enthusiastic person to join our friendly and dedicated team.

### **Pre-School Assistant - Level 3**

**Salary:** Dependant on qualifications/experience  
**Hours:** To be confirmed but likely to be Mon, Weds and Fri AM, with some afternoon sessions (term-time only) plus meetings, and the potential to cover for sickness, training or holiday absence.  
Starting September 2017. Flexibility with hours to cover a breakfast club is desirable.  
**Qualifications:** Level 3 in Childcare and Education, good working knowledge of the EYFS.

The role will be to work as a key person and as part of the Pre-School team under the direction of the Supervisor. To provide safe, high quality education and care for the Pre-School Children which meets the individual needs of children attending the setting. To work with the Parent Committee to help run a successful Pre-School in a fun and safe environment.

### **Key Responsibilities:**

1. To assist with weekly planning of resources, guided by children's interests and using the Early Years Foundation Stage (EYFS) Framework for guidance.
2. To help to set up and prepare activities for the children and to keep the classrooms tidy.
3. To act as a key person to a small group of children, building respectful relationships with children to ensure their needs are recognised and met.
4. To work in partnership with parents/carers and other family members.
5. To observe, assess and plan for children's learning and development, offering an appropriate level of support and stimulating play experience.

Deadline for applications: 21<sup>st</sup> July 2018

To request an application form for the role and a copy of the job description, please email:  
[supervisor@purleypreschool.co.uk](mailto:supervisor@purleypreschool.co.uk) or call 07504 831149

Full job description also available to view on our website: [www.purleypreschool.co.uk](http://www.purleypreschool.co.uk)