

# Worthington Pre-School Group – Job Description

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**Job Title:** Pre-School Assistant

**Responsible to:** Pre-School Manager

**Purpose of the Position:** To support the Pre-School Manager in providing a stimulating and varied programme of education and ensuring the safety and well-being of the children (aged up to five years of age).

**Main Duties, under the direction of the Pre-School Manger:**

1. To assist in planning long term, medium term and sessional curriculum plans which ensure that each child is working towards desirable learning outcomes;
2. To take part in all the group’s activities; to supervise small groups of children
3. Listen to, encourage, enable, stimulate and ensure the safe keeping of the children.
4. To maintain records so that children’s attainment and progress is effectively and regularly assessed, in line with the EYFS;
5. To liaise with parents, exchanging information about children’s progress and encouraging parents’ involvement, in line with the communication policy.
6. To maintain your qualifications and skills at the level appropriate for your position and to inform the committee of any required training.
7. Ensuring that all equipment is maintained and inform the Manager when new supplies need to be purchased.
8. Ensuring that all children are provided with a snack and a drink
9. When appropriate take children to the toilet and assist them as appropriate
10. Participating in tidying up and cleaning of the premises and equipment.
11. Comply with all reasonable and lawful directions given to you by your supervisor and/or the Pre-School Committee.
12. To fully comply with all Pre-School policies.

**Pay and Conditions**

The basic rate of pay for the post is dependent upon qualifications and experience. The post is a variable hours contract with a minimum of 12.5hrs per week, term time only. Further pay and conditions details are set out in the employment contract for the post.

Current rates of pay are:

*NVQ Level 3 in child care (or equivalent) - £11.53/hr*

Signed on behalf of Worthington Pre-School

Signed. .... Date. ....

Signed by employee

Signed. .... Date. ....