



JOB DESCRIPTION

- Job title:** Room Assistant (Unqualified)
- Responsible to:** Mulberry Bush Pre-School Manager (or Deputy in Manager's absence)
- Responsible for:** Nil Staff
- Purpose of the job:** To provide safe, high quality support, education and care for pre-school children. To support the manager and other qualified staff to fulfil legal and statutory requirements. To contribute to and to implement pre-school policies. To ensure that all statutory, legal and setting obligations are followed and met.

Main duties

1. To set up the playroom.
2. To support all staff including observations, planning of activities.
3. To aid qualified staff with the activities.
4. To follow all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
5. To support children's healthy eating/meal times, preparing snacks as required, ensuring food hygiene standards are adhered to.
6. To attend any conferences, training events or meetings, as identified by the manager and to keep up-to-date with current good practice.
7. To adhere to record keeping systems e.g. children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues are appropriately reported
8. To undertake any other reasonable duties as directed by the Manager or Deputy in accordance with Mulberry Bush Pre-school business plan/objectives.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.



Person Specification

MUL Room Assistant (Unqualified)

Essential criteria

1. Proven experience of working in a pre-school setting.
2. Demonstrable knowledge of current legislation relevant to the early years.
3. Ability to communicate and work with parents and families to encourage their involvement.
4. Commitment to equal opportunities and an understanding of equality and diversity issues.
5. Committed to work within the Ethos and Behaviours of the Oasis 9 habits.

Desirable criteria

6. Sound understanding of child development, and of children's needs.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.