



JOB DESCRIPTION

- Job title:** Level 3 Qualified Assistant and Afterschool Assistant
- 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 education and care for pre-school children. To support the manager and deputy 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 plan and implement activities, setting up the playroom to reflect the planning.
2. To share/liaise with the Senior Team any concerns regarding children.
3. To meet with parents/carers and discuss next steps for the welfare/development of the child.
4. To track and observe the development of each child
5. To research new ideas for key children to support learning
6. To maintain hygiene standards for children (toileting, potty training)
7. To prepare/resource activities
8. To contribute to and to 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 support children's healthy eating/meal times, preparing snacks as required ensuring food hygiene standards are adhered to.
10. To attend any conferences, training events or meetings, as identified by the manager and to keep up-to-date with current good practice.
11. 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
12. To undertake any other reasonable duties as directed by the Manager or Deputy in accordance with Mulberry Bush Pre-school business plan/objectives.



Afterschool assistant

- To ensure all children are registered upon arrival/departure to support and encourage positive relationships between all children
- To maintain safety when collecting children from schools and to follow health and safety guidance at all times.
- To provide stimulating environment that promotes positive learning experiences for all age groups.
- To adhere to the principles of the EYFS (where applicable)
- To prepare a well-balanced, healthy light tea and snacks.
- To pass on any daily diaries, messages from schools to parents.
- To maintain safeguarding at all times and to report any incidents to DSL/room leader
- To follow planned activities.
- To enable children to have access to the outside to promote physical development
- To encourage independence.

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

Level 3 Qualified Assistant

Essential criteria

1. Proven experience of working in a pre-school setting.
2. Level 3 early years education and childcare qualification and/or equivalent or commitment to train to attain the Level 3 qualification.
3. Sound understanding of child development, and of children's needs.
4. Demonstrable knowledge of current legislation relevant to the early years.
5. Ability to communicate and work with parents and families to encourage their involvement.
6. Commitment to equal opportunities and an understanding of equality and diversity issues.
7. Committed to work within the Ethos and Behaviours of the Oasis 9 habits.

Desirable criteria

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.