

Job description: Key Working Assistant



Great Gransden preschool Playgroup

Job title: Key working Assistant

Responsible to: Manager

Purpose of the job: To work as an assistant when needed for cover as part of the pre-school team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

Safeguarding requirement: Great Gransden Preschool Playgroup is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Main duties

1. To help to set up for the daily activities according to room Rota and to help tidy away at the end of the session/day to prepare for the next session.
2. To assist with the planning of the curriculum using the Early years Foundation stage [EYFS] for guidance.
3. To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
4. To ensure that adequate records are kept and updated regularly.
5. To work in partnership with parents/carers, other family members, visiting professionals and agencies, volunteers, visitors, and student placements.
6. To advise the Manager of any concerns e.g., health and well-being of children, parents, or the safety of equipment, preserving confidentiality as necessary.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To support mealtimes within the setting.
9. To actively participate and attend staff meetings [minimum 1 per half term afterwork or evenings], supervision and appraisal meetings.
10. To attend training courses as required and to take responsibility for personal development.
11. To ensure all children have equal access to opportunities to learn and develop and fulfil their potential, being able to implement inclusive practices within the setting.
12. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
13. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection.
14. To be aware of and adhere to all the setting's policies and procedures including those relating to confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting's procedures.
15. To promote the setting to current parents and potential parents.

16. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/toileting duties.
17. Significant elements of inside and outside work in all weathers.
18. To promote positive values, attitudes and good behavior.
19. To support and attend fundraising activities for the playgroup [for example Easter Event]
20. To comply with the requirements of the General Data Protection Regulation.

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. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria

1. Level 2 Early Years Education and Childcare qualification or equivalent.
2. A Willingness to learn and undertake further training - Continual professional development
3. Have a good knowledge of the Early Years Foundation Stage (EYFS) and child development from birth to 5.
4. Previous experience working with young children in a childcare setting
5. Good communication skills
6. Knowledge of safeguarding and child protection procedures.
7. Ability to work independently using own initiative.
8. A commitment to continuously promote a culture of safeguarding.
9. A commitment to equal opportunities and inclusion.
10. A commitment to working effectively with young children and families.
11. A friendly and flexible approach at work which facilitates the development of effective relationships.
12. To enjoy and be able to work as a member of a team
13. To have high expectations of themselves and others.
14. To be passionate about providing quality childcare and want to make a difference to young people's lives.
15. A good level of Math and English.
16. Good IT skills.
17. A friendly and flexible approach at work which facilitates the development of effective relationships.
18. Fluent English speaker
19. The right to work in the UK

Desirable criteria

1. Current Pediatric First Aid qualification.
2. Experience of working as part of a team/with other professionals
3. Current safeguarding/child protection course.
4. Experience of online learning journals [tapestry or similar]

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.