

Kennet Valley Caterpillars Pre-School

Holybrook Centre, Carters Rise, Fords Farm, Reading RG31 7YT

**Job Description**

**Job Title:** Early Years Assistant

**Based:**  Holybrook Centre, Carters Rise, Fords Farm RG31 7YT

**Responsible to:** Pre-School Manager

**Responsible for:** None

**Job Purpose:**

To provide inclusive play and learning opportunities for all children attending the setting and to maintain a safe, stimulating and enjoyable environment.

**Safeguarding requirement:**

Kennet Valley Caterpillars is committed to safeguard and promote 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 procedure to continuously promote a culture of safeguarding across the whole organisation.

**Main Duties:**

1. To assist with planning and carry through activities based on the Early Years Foundation Stage appropriate for the children’s development.
2. To provide a high quality of care.
3. To keep informative, accurate and up-to-date records, including records of progress and any behavioural or developmental reports.
4. To work as part of a team with new staff, students and parents volunteers.
5. Liaise with outside agencies as required.
6. To respect confidentiality of all information received in connection with children, parents, colleagues and of the pre-school.
7. To contribute to records being maintained and kept up to date e.g. daily register, accident and medication records.
8. To liaise professionally with families/carers, informing them about the pre-school and its curriculum, exchanging information about children’s progress and encouraging parental involvement.
9. To communicate with the pre-school manager and bring to his/her attention any causes for concern relating to all aspects of the pre-school in particular regarding staff, children and parents.
10. To implement all pre-school policies and procedures, as well as upholding good childcare practice.
11. To contribute to and attend supervisions and staff appraisal.
12. To attend regular team meetings.
13. To attend any conferences, training events or meetings as identified by the Manager/Setting Owner and to keep up to date with current good practice.
14. To perform any other duties as deemed necessary by the Manager/ Setting Owner.
15. To initiate and/or support any fundraising opportunities and events as appropriate.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of Kennet Valley Caterpillars. You are also required to be flexible and adaptable with respect to your role.

**Person specification**

**Essential criteria:**

1. A minimum Level 3 early years education and childcare qualification (e.g. Pre-school Learning Alliance Diploma in Pre-school Practice, NVQ 3, or equivalent) and a commitment to obtaining further qualifications as appropriate.
2. Previous experience of working with young children.
3. An understanding of, and commitment to, equal opportunities, diversity and inclusion.
4. Commitment to young children and families.
5. Friendly, flexible approach.
6. Ability to work as part of a team and on own initiative.
7. Ability to communicate in a variety of ways and with people at all levels, and adopt a communication method appropriate for the listener or audience.
8. Good customer awareness.
9. The ability to engage with and establish rapport and credibility with parents.
10. A commitment to the Caterpillar’s aims and objectives.

**Hours:** 33 hours, 38 weeks

**Salary:**  Equivalent of £8.50/hour; £10,659 p.a. pro rata excluding annual leave element

**Inclusive Salary:** £12,230 p.a. pro rata inclusive of annual leave element

**Annual Leave:** 20 days plus 8 bank holidays paid pro rata

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.

**Job Description Sign Off**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: