

## Person Specification and Job Description for Pre-school Assistant

**School:** Toy Box Pre-school as part of Long Sutton C of E Primary School

### Purpose of the Role

To support the effective operation of the pre-school by providing high-quality care and learning experiences for children aged 2–4. The Pre-School Assistant works as part of a dedicated early years team to create a safe, nurturing, engaging environment that promotes children’s wellbeing, development, and readiness for school.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE level in literacy and numeracy, or the equivalent</li> <li>• Level 3 or above childcare qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working within a pre-school setting or school early years classroom</li> <li>• Knowledge of working in an educational environment.</li> <li>• Knowledge of EYFS curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a number of settings</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Good understanding of early childhood development</li> <li>• Understanding of the roles played by various adults in a child’s education;</li> <li>• A knowledge of the importance of positive relationships</li> <li>• Knowledge of SEN strategies and inclusive practice.</li> <li>• Commitment to safeguarding and promoting the welfare of children.</li> </ul>	<ul style="list-style-type: none"> <li>• To understand and use a relational approach</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills and interpersonal skills, both verbal and written</li> <li>• Good numeracy and literacy</li> <li>• Ability to engage and motivate children</li> <li>• Ability to follow routines and work effectively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in creating stimulating learning environments</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A warm, caring, patient, and enthusiastic approach to working with young children.</li> <li>• Patience and empathy</li> <li>• Flexible and adaptable</li> <li>• Ability to work well in a team and independently</li> <li>• Organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approach to learning</li> <li>• Interest in continuous professional development</li> </ul>

## **Key Responsibilities and Job Description**

### **1. Supporting Children's Learning and Development**

- Assist in planning, preparing, and delivering a range of stimulating activities aligned with the Early Years Foundation Stage (EYFS) that meet individual children's needs.
- Engage children in purposeful play to support their communication, language, physical, social, and emotional development.
- Observe children's progress and contribute to assessments and planning discussions.
- Support children in developing independence, including self-care, problem-solving, and early learning skills.
- To be a Key Worker to a group of children and plan their individual next steps, report on their progress to parents, Pre-school manager and School Leadership.

### **2. Providing High-Quality Care**

- Ensure the safety and wellbeing of all children, following safeguarding policies and procedures at all times.
- Assist with personal care routines including toileting, changing, eating and handwashing.
- Promote positive behaviour and model warm, respectful interactions.

### **3. Creating an Enabling Environment**

- Help set up, tidy, and maintain engaging indoor and outdoor learning spaces.
- Ensure resources and materials are clean, organised, and accessible to children.
- Support the implementation of routines that promote calm, confidence, and emotional security.

### **4. Working with Families**

- Build positive, trusting relationships with parents and carers.
- Share information about children's routines, progress, and wellbeing in a professional manner.
- Contribute to a welcoming and inclusive environment for all families.

### **5. Teamwork and Professional Practice**

- Work collaboratively with the pre-school manager, teachers, and colleagues to ensure consistency and high standards.
- Participate in staff meetings, parent sessions, training, and professional development.
- Follow all school policies including safeguarding, health and safety, behaviour, school code of conduct including confidentiality and GDPR, and equal opportunities.

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### **Additional Information**

- The role requires an enhanced DBS check.
  - Some physical duties (e.g., lifting children, setting up equipment) may be required.
  - Attendance at events (e.g. school fair, INSET days etc) or meetings outside normal hours will be necessary.
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