**Pre-school Assistant**

Kingfisher Pre-school (Kingsand)

Job title: Pre-school Assistant - Bank Staff

Responsible to: Pre-school Leader

Responsible for: See main duties below

Purpose of the job:To provide cover for the core team of Pre-School Assistants during periods of absence and sickness under the direction of the Pre-School Leader. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

**Main duties**

1. To follow the Early Years Foundation Stage (EYFS) curriculum for guidance.
2. To help set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
3. To cover all responsibilities of the absent key person’s role including their allocated group of children, liaising closely and building an effective relationship with the children and their parents/carers, and ensuring each child's needs are recognised and met.
4. Work in partnership with parents/carers and other family members.
5. To advise the Pre-school Leader of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To offer an appropriate level of support and stimulating play experiences to the children based upon the planned daily programme of pre-school activities and events.
7. To ensure that children are kept safe and that you understand when to follow child protection procedures.
8. To support meal times within the setting.
9. To participate at team meetings, supervisor meetings and appraisal meetings if applicable and when required.
10. To attend training courses as required and to take responsibility for your development.
11. To keep completely confidential any information regarding the children, their families or other staff, which is required as part of the job.
12. To be aware of and adhere to all the setting’s operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
13. To ensure that adequate records are kept and updated regularly.
14. To promote the nursery to current parents and potential customers.
15. To undertake any other reasonable duties as directed by the Pre-school Leader, in accordance with the setting’s 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**

*Essential criteria*

1. Willingness to learn.
2. Level 2 early years education and childcare qualification or equivalent and previous experience of working with young children preferred but not essential.
3. Sound knowledge of child development for children from birth to five years.
4. Knowledge of the Early Years Foundation Stage (EYFS).
5. Knowledge of child protection procedures.
6. Good communication skills.
7. An understanding of play based approaches to children’s learning and development.
8. Commitment to equal opportunities.
9. Commitment to working effectively with young children and families.
10. Friendly and flexible approach that promotes the development of effective working relationships.

*Desirable criteria*

1. Level 3 early years education and childcare qualification or equivalent, and a commitment to obtaining a level 4 qualification.
2. Willingness to undertake further training.
3. Current First Aid at Work qualification.
4. Recent DBS enhanced disclosure for working with young children.

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.

**Job application form**

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| --- | --- |
| Application for the post of:  |  |

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| --- | --- | --- | --- |
| Job reference no:  |  | Closing date: |  |

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name:  |  | Surname: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home no:  |  | Mobile no: |  |

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| --- | --- | --- | --- | --- |
| Work no:  |  | Can we ring you at work?  | Yes [ ]  | No [ ]  |

|  |  |
| --- | --- |
| Email address: |  |

**References**

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Position held and relationship: |  |

|  |  |
| --- | --- |
| Organisation name and address: |  |

|  |  |
| --- | --- |
| Telephone no: |  |

|  |  |
| --- | --- |
| Email address: |  |

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| --- | --- | --- | --- |
| May we contact the referee before interview?  | Yes [ ]  | No [ ]  |  |

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Position held and relationship: |  |

|  |  |
| --- | --- |
| Organisation name and address: |  |

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| --- | --- |
| Telephone no: |  |

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| Email address: |  |

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| May we contact the referee before interview?  | Yes [ ]  | No [ ]  |  |

**Recruitment monitoring form – confidential**

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

|  |  |
| --- | --- |
| Position applied for: |  |

|  |  |
| --- | --- |
| Name (forename(s) and surname in full): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of birth: |  | Age: |  |

If you are invited to attend an interview or take up employment and require special arrangements please give details below:

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| --- | --- | --- |
| Do you consider yourself to have a disability? | Yes [ ]  | No [ ]  |

|  |  |  |
| --- | --- | --- |
| Gender | Male [ ]  | Female [ ]  |

I would describe my race or ethnic origin as (please tick appropriate box):

|  |  |  |
| --- | --- | --- |
| **White** | **Black** | **Asian** |
| White British | [ ]  | Black British | [ ]  | Bangladeshi | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White Irish | [ ]  | Black African | [ ]  | Pakistani | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White other | [ ]  | Black Caribbean | [ ]  | Indian | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Black other | [ ]  | Asian other | [ ]  |

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| --- | --- | --- |
| **Chinese** | **Mixed** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Chinese | [ ]  | White and Black Caribbean | [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| Chinese other | [ ]  | White and Black African | [ ]  |

|  |  |  |
| --- | --- | --- |
|  | White and Black Asian | [ ]  |

|  |  |
| --- | --- |
| Other please state: |  |

**Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.**

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted, cautioned or reprimanded for a criminal offence? | Yes [ ]  | No [ ]  |

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| --- | --- | --- |
| Are you on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Disclosure and Barring Service (DBS)?  | Yes [ ]  | No [ ]  |

If yes, please give details and dates in the space provided below:

|  |
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|  |  |  |
| --- | --- | --- |
| Do you need a work permit to work in the UK? | Yes [ ]  | No [ ]  |

|  |  |
| --- | --- |
| National Insurance Number: |  |

How did you find out about this vacancy? (Please give the name of the newspaper/journal/website.)

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I consent to [name of early years provider], to hold the data in the equal opportunities section of this form in their database and manual file.

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| Signature of applicant: |  | Date: |  |

**Qualifications achieved (start with the most recent):**

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| --- | --- | --- | --- | --- |
| **Secondary Schools,****Colleges, Universities** | **From** | **To** | **Brief details of course and qualifications taken** | **Grade** |
|  |  |  |  |  |

**Study currently being undertaken:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Schools****Colleges, Universities** | **From** | **To** | **Brief details of course and qualifications taken** | **Grade**  |
|  |  |  |  |  |

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| --- |
| Professional or other qualifications, apprenticeships, memberships of professional organisations: |
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| --- |
| Other training you have received which you consider relevant: |
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**Employment history**

**Current/most recent employment:**

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| --- | --- |
| Name and address of employer: |  |

|  |  |
| --- | --- |
| Date started: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Until: |  | Notice required: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | Basic salary per annum: |  |

Brief description of duties:

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|  |

Reason for leaving:

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**Other employment/career history starting with the most recent:**

*For posts which involve working with children, please give your full employment history; accounting for any gaps (please continue on a separate sheet of paper if necessary).*

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| --- | --- | --- | --- | --- |
| **Post** | **From** | **To** | **Employer/organisation name and address** | **Reason for leaving** |
|  |  |  |  |  |

Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:

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|  |

**Experience/relevant skills**

*Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these.*

*If you need to continue beyond this page of the form, please use A4 sized white paper.*

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| Do you have a driving licence? | Yes [ ]  | No [ ]  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have access to a vehicle? | Yes [ ]  | No [ ]  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have access to public transport? | Yes [ ]  | No [ ]  |  |

|  |  |  |
| --- | --- | --- |
| Do you have any relationship (i.e. family, friends) with anyone working for the provision? | Yes [ ]  | No [ ]  |

**Declaration**

*Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.*

*I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.*

*I understand that the provider may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the provision.*

*I confirm that I have completed the Employee Disclosure and Barring Declaration and Consent Form.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant: |  | Date: |  |

Please return this application form with your completed employee disclosure and barring declaration and consent form via email to: kingfisherpreschool1”gmail.com or via post in an A4 sized envelope marked ‘CONFIDENTIAL’ to:

The Office Manager

Kingfisher Pre-school (Kingsand)

MEYC

Watergate

Jackman’s Meadow

Kingsand

PL10 1NY