



ASHLEY MANOR

PREPARATORY SCHOOL

Job Description

The school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Kindergarten Practitioner

Remuneration:

Up to £22,000

Hours:

8:00am – 3:30pm four days and one day until 6pm

Responsible to:

Headmaster

Main Responsibilities:

To work as a member of a team to provide at all times a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage working with students aged 1-4. This is a physically demanding job which requires an adequate level of mobility and fitness, which will include;

- To provide a wide variety of activities for the children that is suitable to their individual stages of development.
- To ensure that child records, on Tapestry are kept up to date.
- To build up relationships with the parents in order to build communication between home and pre-school for the child.
- To ensure the provision of high quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- To ensure the maintenance of adequate standards of cleanliness and hygiene for the children attending the nursery.
- To undertake certain domestic jobs within the pre-school, e.g. cleaning of equipment etc. and the cleaning of rooms. Ensuring the pre-school is kept clean and tidy.
- Also to keep up to date with the Health and Safety at work Act.
- To record accidents/incidents on the correct forms.
- To always ensure that someone known and agreed by the pre-school and parent, collects the child.
- To accompany small groups of children on regular local outings.
- To assist in the provision of support and guidance to students on placement.
- To attend staff meetings, termly parents evenings, and occasional social functions.
- To assist with serving the children's lunches.
- You will be required to participate in staff training and annual assessments of progress.

	<ul style="list-style-type: none"> • To ensure that all policies/procedures and risk assessments are read and understood. • To respect the confidentiality of all information received. • To carry out any other duties requested by Head of Prep. • To be aware of the high profile of the Pre-School and to uphold its standards at all times both within work hours and outside. • To be happy and approachable.
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Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
Qualifications:	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills. • A teaching assistant qualification or the equivalent gained through experience. 	<ul style="list-style-type: none"> • Further qualifications with regard to child protection and/or SEN. 	Application Form Production of the Applicant's certificates Interview
Experience:	<ul style="list-style-type: none"> • Experience of working with children aged 2+, preferably within an educational context. 	<ul style="list-style-type: none"> • Recent experience of working in education. • Experience of working with children with special educational needs. 	Application Form Production of the Applicant's certificates Interview Professional references
Skills:	<ul style="list-style-type: none"> • An ability to communicate effectively both verbally and in writing. • An ability to devise and implement a range of strategies to support learning and enjoyment of learning. • Good literacy and numeracy skills. 		Application Form Production of the Applicant's certificates Interview Professional references

Knowledge:	<ul style="list-style-type: none"> • Knowledge of various special educational needs. 		Application Form Interview
Personal Competencies and Qualities:	<ul style="list-style-type: none"> • A genuine enthusiasm for working with children. • A commitment to overcoming barriers to learning. • An ability to inspire confidence. • A positive attitude. • An ability to strike a good professional rapport with children, staff and parents. • Being a positive role model. • To be flexible to the needs of the students. 		Application Form Interview