



Ferring Funtime Community Pre-school

Job Description - Preschool Qualified Bank Staff

Job Details

Location:	Ferring Funtime Community Preschool, Fledglings Lodge, Sea Lane, Ferring, BN12 5DU
Qualifications / Experience Required:	Previous experience of working in a child setting and NVQ 3 Early Years

Relationships

Post Accountable to:	Manager
Post(s) Accountable for:	None
Major Contacts:	Managing Supervisor Pre-school Staff Parents Children
Grievance Contact	Manager

Job Purpose

To assist the Manager in the day to day running of the pre-school when the need arises.

Principal Responsibilities

1. To offer safe, high quality education and care for pre-school children.
2. To endorse and implement the pre-schools policies and procedures
3. To fulfil legal and statutory requirements with the running of the pre-school.
4. To undertake a keyperson role with a group of children.

Job Tasks

Children

1. To provide a high-quality standard of teaching by engaging in appropriate play activities with the children which actively encourage their progress and extend their learning.
2. To prepare for daily activities as required.
3. To ensure the safety and well-being of the children.
4. To act as a keyperson for a group of children and ensure each child's needs are recognised and met.
5. To ensure that SEN children receive the appropriate levels of on-going support.

Staff

6. To work as part of a team and support colleagues.

Workplace

7. To ensure a safe environment for the children and adults in the Pre-school by ensuring that the equipment is safe, standards of hygiene are high, that safety procedures are implemented at all times and that fire drills are practised regularly.
8. To assist in setting up and clearing away of the equipment.
9. To prepare snacks, being aware of any specific children's needs.
10. To assist in general light cleaning duties around the premises, including the toilets, kitchen and main hall as required.

Administration

11. To contribute to the development, evaluation and annual review of all the pre-school policies and procedures, curriculum plans and activities, to ensure that each child is working towards desirable learning outcomes in accordance with the Early Years Foundation Stage.
12. To maintain registers.
13. To attend staff meetings
14. To attend training as required.
15. To complete keyperson observations and record them regularly.
16. To record, keep up to date and complete Developmental Records for each child you are a keyperson for.
17. To write end of year reports
18. To complete activity evaluation sheets.

Health & Safety

19. To foster safety consciousness and continually be aware of your own safety and the safety of others in the work area.
20. To observe and exercise safe practices and methods of working in accordance with any established procedures.
21. To report accidents and deal with near hits or new hazards.
22. To report if you are feeling ill and therefore unable to perform your duties safely.

Equal Opportunities

23. Ferring Funtime Community Pre-school believes that each employee and potential employee deserves to be given the same opportunities with regards to areas, such as recruitment, selection, promotion, training and career development.

Ferring Funtime Community Pre-school is also committed to eliminating unwarranted or inappropriate discrimination and, therefore, you must be personally and individually responsible for ensuring that you act in accordance with the responsibilities in the "Equal Opportunities" policy.

Other

24. To carry out any additional duties commensurate with the level of the post as may be required from time to time.