

JOB DESCRIPTION  
EARLY YEARS ASSISTANT

Name of Pre-School:	Addingham Pre-school
Post	Early Years Assistant
Responsible to:	Pre -School Lead Practitioner
Outline of post	To assist the pre-school team providing safe, high quality education, fun and care for young children attending the setting

Main Duties

- To adhere to staff handbook, policy documents, procedures and job description and any other relevant legislation.
- Help set up fun and exciting play areas throughout the session and help clear away.
- To keep children safe at all times.
- Work as part of a team.
- Support your team in the delivery of basic childcare routines for your children, for example; mealtimes, sleep and personal care
- To advise the Pre School Lead Practitioner or Deputy of any concerns regarding the welfare of children ,
- To understand the importance of and adhere to our Confidentiality Policy.
- Understand who to report any safeguarding concerns to in respect of the children and adults.
- Undertakes Safeguarding training as required
- To access other training courses as requested by the Lead/ Deputy Practitioner as requested
- To undertake any other reasonable duties as directed by any of the other staff members
- This is not an exhaustive list of duties.

Person Specification

Essential Criteria

- Clear DBS
- Satisfactory references
- Hold a full and relevant Early Years qualification to at least a Level 2.
- Commitment to the welfare of the children and to Equal opportunities
- Previous experience working in an Early Years setting
- An understanding of the Early Years Foundation Stage (EYFS)
- An understanding of the Safeguarding of children
- Ability to be flexible to the changing needs of the setting e.g hours worked.
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Person Specification

Desirable Criteria

- Experience of working with children with additional needs.
- Paediatric First Aid qualification taken within the last 3 years
- Level 3 qualification

An Enhanced Disclosure and barring Service check (DBS) is required for this role. Applicants must be prepared to disclose any health concerns and if under any medication and any convictions, cautions, court orders, reprimands and warnings that they have which may affect their suitability to work with children.

N.B. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them