

## WELCOME TO KIRTLINGTON PRE-SCHOOL

The staff, committee and parents past and present are proud of our pre-school and hope you will enjoy being part of our team. As we are a small team, it is important that everyone is able to be flexible and understands the need to adapt to situations as they arise. We have 1 full time supervisor and 1 full time assistant and are looking for a morning assistant to start asap.

The unit is open Monday - Friday during term time as follows:

Morning session:	8.45am -11.15am
Lunch:	11.15am -12.30pm
Afternoon session:	12.30pm - 3.00pm

Below is a list of the current staff and some contact numbers:

Isabel Brinkworth:	Supervisor - full time
Cheryl Evans:	Assistant - full time
tbc:	Assistant - mornings

Chair of the Pre-School Committee

Rosie Willcock:	07838 199 555
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Treasurer of the Pre-School committee

Corin Allen:	corin.allen@hotmail.com
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## DAILY ROUTINE

### **The Morning Session: 8.45am-11.15am**

Registration is at 8.50am. After carpet time each day a selection of activities are available for the children. These will cover a range of activities.

There is always a selection of craft activities and games available. Each day some of the activities will be adult-led and others child-led and also self-selected. Around 10.00am a table is set up offering the children a drink and a healthy snack they come for it as and when they want it. They wash their hands first. The Snack table is overseen by the adults present. Towards the end of the morning a member of staff reads a story on the carpet, and the table top activities are changed according to the plan for the day.

The morning session ends at 11.15am, and those children who are not staying for lunch are collected while the others prepare for lunch.

### **Lunch: 11.15am - 12.30pm**

Children may bring a packed lunch or have a cooked school meal. All children will be escorted to the school hall for lunch by the lunchtime staff at around 11.45am and will be escorted back to pre-school together when they have finished lunch. At the end of lunch club a number of children will be leaving, while some new children arrive for the afternoon session.

### **The Afternoon Session: 12.30m - 3. 00pm**

As in the morning, a range of activities will be available.

## JOB DESCRIPTION

### Pre-school Assistant - mornings

8.30 - 12.30

**Responsible to:** Pre-school supervisor

**Purpose of the job:** To work as a keyperson and as part of the Kirtlington Pre-school team under the direction of the Supervisor to provide safe, high quality education and care for young children.

#### **Main duties:**

1. Assist with the planning of the curriculum
2. Help set up the classroom and outdoor area for the daily programme and help tidy away at the end of the session.
3. Make observations of children and record in their folders/online journal
4. Act as a keyperson to a small group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met
5. Assess keyperson children and maintain their records
6. Advise the pre-school Supervisor of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary
7. Teach children, offering an appropriate level of support and stimulation in accordance with EYFS
8. Attend staff meetings where ever possible
9. Attend in-service training courses and meetings as required
10. Keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the job
11. Read, ratify and adhere to all Kirtlington Pre-School Policies and Procedures
12. Ensure constant Safeguarding

## QUALIFICATIONS

We are looking for someone Qualified to Level 2 or preferably level 3 in Early Years Education and Care or who is willing to train (salary may be adjusted depending on qualification) and has a First Aid certificate and Safeguarding training.

## CONTRACT

We are offering a 1 year contract to be reviewed annually.