



Pre-School Assistant

Inspiring, caring, nurturing, challenging

These are just a few of the things you will be doing as a Pre-School Assistant at Fairhaven Pre-School, South Walsham, Norfolk. We are a non-profit making community group, with charitable status. We have a maximum of 24 children registered at any one session aged from 2 - 4 years.

We are recruiting new team members ready to rise to the challenge of working in a busy pre-school. Our Ofsted report (Sept 2017) stated that *“Staff have a good understanding of how children learn and develop. They interact purposefully to support children's play and learning well. Children make good progress”*. Do you want to be a part of this?

Your day-to-day responsibilities will include:

- Acting as a keyperson for a group of children.
- Keeping accurate and effective records of key children's learning and development in the form of a Learning Journey.
- Actively contributing to providing a caring and professional, courteous and confidential environment at all times.
- Ensuring high standards of care and education.
- Liaising with parents/carers and other professionals.
- Working in partnership with the team to:
 - Work within Ofsted regulations and guidelines and incorporate the requirements of the Early Years Foundation Stage.
 - Plan and implement play and learning activities.
 - Provide a safe and hygienic setting at all times.

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

Essential Skills

- Minimum NVQ2 in Childcare and Early Years Education (or equivalent).
- A motivated and enthusiastic approach.
- The ability to work using your own initiative as well as being part of a busy team.
- A willingness to undertake further training as necessary.
- Good levels of literacy and numeracy.
- The ability to communicate well at all levels.

Desirable skills

- Relevant experience of working in an Ofsted registered setting.
- Experience of delivering the Early Years Foundation Stage (2017) curriculum.
- Current First Aid certificate, Food Hygiene certificate and Child Protection training.

Appointment to this position is subject to an Enhanced Disclosure and Barring Service (DBS) check and the receipt of suitable references.

If this sounds like the right job for you please email fairhavenpreschool@gmail.com or telephone 07508842203 to request an application pack.