

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title:	Pre-School Assistant Bank Staff
Hours:	Ad hoc – based on school hours, term time only
Pay:	Starts at £8.91 per hour depending on experience
Work Base:	The RISE Pre-school s, Chippenham
Main Purpose of Job: To assist in the delivery of the pre-school curriculum, in line with the Early Years Foundation Stage.	
Key Task List: <ol style="list-style-type: none">1. To deliver the daily programme of pre-school activities and events and provide evaluations of how activities went.2. To assist in the setting up and clearing away of all activities and equipment.3. To actively encourage children to progress in all areas of development, including types and stages of play, using interaction and extension of play activities in line with the learning outcomes of the EYFS.4. To provide full care for the children including safe delivery to parents and/or named carers and to provide light refreshments to the children.5. To occasionally provide one-to-one support for children with specific learning and behavioural requirements, if requested.6. To follow the observation and record keeping system and maintain the records for his or her key children (if allocated) so that the children's attainment and progress are effectively and regularly assessed.7. To liaise with parents by exchanging information on the child's progress and elicit feedback from the parents/carers.8. To contribute to curriculum planning, procedures and record keeping (daily register, accident and incident forms), as requested and led by the pre-school Manager.9. To attend in-service training and meetings as required.10. To handle all details about the children attending the Children's Centre confidentially and in accordance with the requirements of the Data Protection Act 2018 & GDPR.	
Job Activities – Standard Terms Common to all Job Descriptions <ol style="list-style-type: none">1. To work within the RISE Trust's Child Protection & Safeguarding Policy because safeguarding and promoting children's welfare is a priority in all	

aspects of the Trust's Delivery Plans. Any safeguarding concerns should be immediately reported to the Chief Executive of The RISE Trust using the Trust's alert process.

2. To undertake any other reasonable duties which are commensurate with the grade and responsibilities of the post as directed by the Chief Executive Officer in accordance with the objectives for the Children's Centre operational plans. The RISE Children's Centre exists to respond to the needs of individuals, consequently many of the tasks and responsibilities are unpredictable and varied. It is therefore expected that all staff will work in a flexible, resilient and confidential manner when required, undertaking tasks that have not been specifically covered in their job description.
3. To promote the organisation's strong commitment to Equality, Diversity and Inclusion.
4. To promote the organisation's quality assurance systems.
5. In discharging the duties of the post to have due regard for the provisions of Health & Safety at Work legislation, as detailed in the Health & Safety manual.



The RISE Trust is a Christian community charity which is totally diverse and inclusive.

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

In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates.



PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	Completed or currently studying for NVQ Level 2/3	Willingness to work towards qualifications in childcare and education.
Experience/ Knowledge	An understanding of and ability to deliver good quality early years childcare and education. Understand children's learning and development needs, and how to support children's progress.	Early year's childcare and education experience.
Skills/Abilities	Ability to communicate, verbally and in written form with children, parents and carers and colleagues. A commitment to Equal Opportunities. Ability to provide and facilitate safe and creative play. Enjoys working with young children.	Able to respond to the changing needs of the Centre.
Personal Qualities	Ability to work as part of a team. Ability to work under pressure. Flexible approach. Commitment to Safeguarding and Anti-discriminatory practice. Enthusiastic and motivated. Friendly and patient personality. Work to a high set of principles. The ability to be solution focused, tolerant, patient, kind, warm, empathetic, friendly and with a positive 'can do' approach is highly essential.	Sense of humour.
The RISE Trust Christian values	The RISE Trust is a Christian Charity and Christian values underpin the RISE Trust's approach to social action within the community. We would therefore politely request the person is respectful of our prayer with and for staff, volunteers and service users, as and when appropriate.	
<i>"Through unconditional love, commitment and passion we seek to enable all children, young people and adults to be the best they can be."</i>		