

# Job Description: Pre-school Worker

## General Description

To play with and care for children at Challengers Pre-school(s). To be part of a team and conduct yourself in accordance with Challengers' Policies and Procedures.

## Responsibility

You are directly responsible to the Pre-school Leader and Deputy.

## Duties and Functions of Pre-school Staff

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### *What the job involves*

1. To be part of the Challengers Pre-school team that provides a high quality, fun and friendly play, learning and development sessions for 2-5 year olds.
2. To assist the Pre-School Leader and Deputy in all aspects of care and supervision of children who attend Challengers Pre-school – encouraging and supporting children to fully realise their abilities and providing a safe and happy play environment.
3. To assist the Pre-school Leader and Deputy in on-going development of the Pre-school to provide a high quality, fun and friendly pre-school for children aged 2-5 years.
4. To assist the Pre-school Leader and Deputy liaise with children, parents, teachers, schools and other professional involved with the children's care.
5. To observe, reflect and plan for children's learning and development – to include daily observations, weekly planning of an activity, the writing of developmental summaries and completing necessary Special Education Needs paperwork when required in liaison and with support of the Pre-school leader
6. To be responsible for a group of key children in liaison with the Pre-school leader
7. Ensure that each child has the same opportunities within the group environment.
8. Represent and be an advocate for disabled Pre-school children.
9. Co-operating closely and supporting all colleagues – sharing and passing on skills to the team.
10. To assist the Pre-school team at Challengers venues and sites to maintain a clean, tidy, secure site – treating buildings, structures, toys and equipment with respect and care. All damaged equipment should be reported to the scheme leader or deputy.

11. Support the team to comply with the Health and Safety at Work Act (information available from Challengers).
12. Maintain the security of the building and site at all times, including the supervision of all visitors, to ensure the complete safety and welfare of the children.
13. Attendance at staff training is required as well as taking part and contributing to staff meetings.
14. To report any concern about a child's welfare or safety in accordance with Challengers Child Protection Policy and Procedure.
15. To conduct yourself appropriately and represent the Charity in a manner which reflects all the values and principles of *The Challengers Approach*.
16. To perform other duties as they become necessary.

## Personal Specification

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### *Qualities, character, attitude and experience of Challengers staff*

1. Demonstrate a capacity for the enthusiasm and energy that children require within a Pre-school setting – join in, play with, get involved and get to know the children who attend Challengers Pre-school(s).
2. Show a capacity to work within a team, to be adaptable and to be able to work in a disciplined way in an informal working environment.
3. Experience of working with children, particularly with disabled children and/or in the field of play, is desirable.
4. An understanding of the importance of all children's need to play, learn and develop and how Pre-school staff can support children and to do so.
5. To show a commitment to the development of high quality, interesting, fun and creative play and learning opportunities for all children.
6. Prepared to use skills you have – these may include the arts, music, sport, drama, gardening and computing in play.
7. Prepared to attend training and to learn new skills with which to develop an understanding of good practice in the Early Years for all children.
8. To have a good understanding of the EYFS and to be able to use this to plan activities for the children.
9. An awareness of planning, observing and record keeping for children and the ability to link

these to the individual child's needs.

10. A Level 2 or 3 in Early Years Education/Childcare is desirable for this post (or a willingness to be trained)

11. Must have Paediatric First Aid qualification or a willingness to be trained).