



**JOB DESCRIPTION:** Early Years Assistant (EYA)

**DEPARTMENT:** Services

**LOCATION:** Farnham Play Centre ( Farnham Pre School )

**REPORTS TO:** Directly responsible to the Pre-school Manager and Room Leader

**PAY SCALE:** Worker

**BUDGET RESPONSIBILITY:** No

**LINE MANAGEMENT RESPONSIBILITY:** None

**LIAISE WITH:** PRE SCHOOL MANAGER, ROOM LEADER, STAFF TEAM AND OUTSIDE PROFESSIONALS

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**MAIN PURPOSE:** To be a member of a professional Early Years Pre-school team that provides a high quality, nurturing, fun and friendly environment for children aged between 2-5 years. To be a positive role model to children and assist the early years team in all aspects of care, supervision, education and play. To encourage and support children to fully reach their abilities and potential in a safe, positive, nurturing and happy environment. To be a key person for children, following the Early Years Foundation Stage (EYFS) framework guidance.

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#### **DUTIES & RESPONSIBILITIES –**

- Represent and be an advocate for all Preschool children. Ensuring that each child has the same opportunities within the Preschool environment
- To attend to the educational, emotional and social needs of children in your care, as a key person making observations to inform planning and record keeping, liaising with parents, other staff, external professionals and SENCO about each child's well-being and progress as appropriate.
- To assist the Preschool Manager, Room Leader and whole team in all aspects of care and supervision of children who attend Challengers Preschool(s).
- To be aware of current national and local safeguarding legislation, practice and procedures and report any concerns about a child's welfare or safety immediately to the Pre School Manager or Room Leader in accordance with the Safeguarding Arrangements at Challengers, Policy, Procedures and Guidance (OPS001).
- To work co-operatively and closely with, and support all colleagues within the Preschool to ensure and maintain the safe and effective running of the Preschool – Sharing and passing on relevant knowledge and skills to the team in a supportive manner.

- To assist the Preschool Manager and Room Leader and follow their lead in the on-going development of the Preschool(s) including policies, procedures and practice.
- To assist the Preschool Manager and Room Leader to liaise with children, parents, teachers, schools and other professional involved with the children's care.
- To assist the Preschool Manager, Room Leader and Early Years Educators to observe, reflect and plan for children's learning and development – to include daily observations to help with the planning of activities linked to children's interests and current themes.
- To comply with the Health and Safety at Work Act and support the Preschool team to do so in their practice, to provide and maintain a safe working environment for all. (Information available from Challengers).
- 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.
- To assist the Preschool Team to maintain a clean, tidy, safe and secure site – treating buildings, structures, toys and equipment with respect and care. All damage to buildings, structures, toys or equipment must be reported to the Preschool Manager or Room Leader.
- As part of the apprenticeship, you will complete what is described as ' off the jobs hours' which supports you in gaining new knowledge and skills. These are within your normal working hours. This works out as 20% of your contracted hours.

***This is not an exhausted list-no job can be fully defined in one neat list. We will be looking for your flexibility to carry out other duties as may be responsibly required by your line manager to meet the changing needs of the department***

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#### **PERSONAL SPECIFICATION-**

##### **ESSENTIAL**

- Demonstrate a capacity for the enthusiasm and energy that children require within a Preschool setting – join in, play with, get involved and get to know the children who attend Challengers Preschool(s).
- Have the capacity to work effectively within a team, using initiative when needed, be flexible, adaptable and to be able to work in a disciplined way in an informal working environment.
- To show a commitment to the development of high quality, interesting, fun and creative play and learning opportunities for all children

- 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. An interest in continued professional development (CPD)
- Prepared to use skills you have – these may include the arts, music, sport, drama, gardening and computing in play or through other activities within the Preschool

*DESIRABLE*

- A Paediatric First Aid qualification
- Experience in supporting and working with children with special educational needs and disabilities (SEND)