

Pre-School Assistant (Handsworth Pre-School)

Job title	Pre-school Assistant
Closing date	Friday 25 January at noon
Salary, working hours and location	Handsworth Pre-school is based in Highams Park. We are looking to recruit a Pre-school Assistant Monday to Friday from 8.30 am to 12.30 pm. Plus 3 hours per week at home for curriculum planning. Salary £7.83 rising to £8.21 per hour. One session each half term for curriculum planning.
Additional information	A minimum of one years' experience in working with young children is essential. Must have early years or childcare or equivalent qualification, and GCSE Maths and English. Must be able to complete a satisfactory DBS check.
The role	<p>Handsworth Pre-school, a voluntary community Pre-school with over 30 children, providing pre-school care and education, we have five staff working with the children.</p> <p>We are seeking to recruit a Pre-school Assistant and as part of the Pre-school team to support the Pre-school Leader to provide a safe, high quality education and care for Pre-school children in a stimulating and enjoyable environment.</p> <p>You will have at least a CACHE Level 2 or equivalent and a thorough working knowledge of the EYFS. Your main duties will be to assist with the planning and curriculum using the EYFS curriculum, to set up the playroom for the daily programme and help tidy away at the end of the sessions.</p> <p>To act as a key Person to an allocated number of children, liaising closely with parents to ensure each child's needs are recognised and met. To observe and maintain records so that each child's development and progress is effectively and regularly assessed. Again, in line with the EYFS.</p> <p>To provide an appropriate level of support and stimulation to the children in accordance with the EYFS framework. You must have a good grasp of both written and spoken English in order to communicate with children, parents and staff as well as be able to write adequate observations and reports.</p>
About the team	<p>There are five staff working with 28 children, the setting currently has two Learning Objectives with two of the children. We also have cover staff and an Administrator.</p> <p>All staff are committed to the children's development and wellbeing.</p>

Interview date	Dates to be confirmed.
Contact information	For further details please contact our Administrator on 07932 154133 or e-mail us mailto:ruth.mattison@handsworthpreschool.co.uk for an application pack.

Last updated: Friday, 11 January, 2019

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