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## **Job Description for a Relief cover – Play Assistant**

Job title: Relief cover - Play Assistant  
Responsible to: Pre-school Manager  
Responsible for: None  
Purpose of the job: To work as a Relief Cover Play Assistant and as part of the Pre-school team under the direction of the manager. To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

### **Main duties**

1. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
2. To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
3. To teach children, offering an appropriate level of support and stimulating play experiences.
4. To ensure that children are kept safe and that you understand when to follow child protection procedures.
5. To support snack & lunch times within the setting.
6. To actively participate at staff/cascade meetings and supervision/appraisal meetings.
7. To attend training courses as required and to take responsibility for your development.
8. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
9. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
10. To ensure that adequate records are kept and updated regularly.
11. To promote the nursery to current parents and potential customers.
12. To take part in special events, outings and visits.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Manager in accordance with the Pre-school's development plan/objectives.**

## Person specification

### *Essential criteria*

1. Willingness to learn.
2. Level 2 early year's education and childcare qualification or equivalent, and a commitment to obtaining a level 3 qualification.
3. Previous experience of working with young children.
4. Sound knowledge of child development for children from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. Good communication skills.
8. An understanding of play based approaches to children's learning and development.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and families.
11. Friendly and flexible approach at work which facilitates the development of effective relationships.

### *Desirable criteria*

1. Level 3 early years education and childcare qualification or equivalent.
2. Willingness to undertake further training.
3. Current First Aid at Work qualification.

## **Safeguarding - Children & Vulnerable Adults**

Vorda Pre-school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

- Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

Signed ..... Dated .....