

Appendix 1 - Job Description

Job Title:

Early Years Practitioner for 1 year post initially

Responsible to: _____

Hours of work: 7 hours 10 mins per week during school terms only

Salary scale: _____ 5 weeks paid holiday pay

Main Purpose

Responsible for supporting the head teacher in an assigned area or with an assigned child/children

Main Responsibilities

1. To assist the head teacher in the smooth running of the preschool and assist the pupils learning
2. To work with the teacher and other staff carrying out duties as assigned
3. To enhance the development of all the children
4. To relate well to the children's parents/carers
5. To accompany children on external outings as appropriate
6. To help with feeding and toileting if required
7. To attend reasonable in-service training and to become familiar with policy documents of the Preschool
8. To carry out any other duty as reasonably directed by the Head Teacher
9. All staff are required to familiarise themselves and comply with relevant Health & Safety and Child Protection policies and procedures
10. Greenbank Preschool is an Equal Opportunities employer and all staff are required to support the Equal Opportunities Policy
11. All staff should endeavour to protect and enhance the good reputation of the Preschool at all times.