

ROYAL BOROUGH OF GREENWICH

EGLINTON PRIMARY SCHOOL AND EARLY YEARS CENTRE

JOB DESCRIPTION

DEPARTMENT:	Children's Services
SECTION:	Eglinton Early Years Centre – Foundation Stage
DESIGNATION OF POST:	Early Years Assistant (2-5 years) Term Time only
RESPONSIBLE TO:	Head of School & Senior Leader/Staff

Purpose of Job

1. To work as a member of the Early Years Centre team, under the direction of designated senior leader/staff and Class Teachers.
2. To support a range of high quality, integrated education and day-care services appropriate to the developmental needs of the children in the Early Years Centre.

Main Duties and Responsibilities

1. To work as a member of the Early Years Centre team providing high quality education and day-care for children aged 2-5 years.
2. To share responsibility for the preparation of a well-ordered, secure and stimulating environment which fosters the all-round development of the children through sensitive understanding of their individual needs and interests.
3. To participate in curriculum planning and evaluation and attend any relevant team meetings.
4. To follow policy and procedures of Eglinton Primary School and Early Years Centre, paying particular emphasis on equal opportunities, promoting and safeguarding the welfare of children, reporting and recording any concerns about children, their parents/carers and colleagues.
5. To contribute to children's assessments in accordance with the Centre's policies. To maintain confidentiality of information about children and their parents/carers.
6. To maintain the health and safety of pupils and colleagues in the Centre and across the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to a member of senior staff.
7. To maintain confidentiality of information about children and their families, sharing sensitive or personal information only with those colleagues who need to know and in line with agreed procedures.
8. To share responsibility for the presentation of children's work and to contribute to displays which celebrate achievement, support areas of interest and provide appropriate information.
9. To administer first aid in accordance with Centre/School's health and safety policies where appropriate training has been given, and to be responsible for recording accidents/incidents and informing other staff and parents. In the case of more serious accidents/incidents refer to named first aider and the appropriate line manager.

10. To supervise lunch and other refreshments as required, including dining with children if appropriate.
11. To keep abreast of legislation and practice in the education and care of young children including Safeguarding.
12. To promote the involvement of parents and carers in their children's development.
13. To work within the framework of the Early Years Centre's policies and procedures, paying particular attention to Safeguarding and equal opportunities.
14. To participate in in-service training, including staff meetings, school based training days (5 per annum) and training at other institutions.
15. To work across the Foundation Stage when required by the Deputy Head Teacher.

Signed Post holder

SignedHeadteacher

Date

ROYAL BOROUGH OF GREENWICH
EGLINTON PRIMARY SCHOOL AND EARLY YEARS CENTRE
PERSON SPECIFICATION

POST: Early Years Assistant

CRITERIA OR REQUIREMENTS	Method of Assessment	Short-listing Criteria
EXPERIENCE / EDUCATION		
1) Minimum of Level 3 qualification in child-care	AF	✓
2) Experience of working with young children in a home, care or educational setting.	AF	✓
3) Paediatric First Aid Training – Desirable not Essential	AF	
KNOWLEDGE / SKILLS / ABILITIES		
4) The ability to work as a member of a team, with good interpersonal skills	AF/I	✓
5) Good oral and written communication skills	AF/I	✓
6) A willingness to undertake relevant training	AF	✓
7) Ability to relate well to children and parents and maintain effective working relationships at all levels	AF/I	✓
8) Ability to be flexible, to show initiative and develop new skills	AF/I	✓
9) An understanding of and commitment to working in an urban, multi-cultural and multi-lingual environment	AF/I	✓
10) Physical ability to carry out the duties of the post with the support of aids or adaptations if necessary	AF/I	✓
OTHER JOB SPECIFIC REQUIREMENTS		
11) A commitment to implementing the school's and Council's Equal Opportunities and Health and Safety and Safeguarding Children policies	AF/I	✓

A/F= Application form
I = Interview