



THE ROYAL MASONIC SCHOOL

FOR GIRLS

AT RICKMANSWORTH PARK SINCE 1934

PRE-SCHOOL ASSISTANT at RUSPINI HOUSE

JOB DESCRIPTION

THE PRE-SCHOOL

Ruspini House Pre-school is a self-contained pre-school within the Royal Masonic School, catering for both girls and boys between the ages of 2 to rising 5 years old.

RMS is a leading independent girls' day/boarding School with 940+ pupils aged between 2 to 18 years old. It is situated in a 200-acre parkland site near Rickmansworth in Hertfordshire.

Our aim at Ruspini House is to provide a stimulating, happy and positive environment where all children are encouraged to reach their full potential through a healthy balance of learning and play. Each day is rich in opportunities which encourage independence and spontaneous learning. We follow the Early Years Foundation Stage Curriculum, with a focus on each child's individual needs and talents to allow him/her to develop at his/her own pace to be well prepared for his/her entry into their first school.

THE ROLE

Reporting to the Head or Deputy Head you will be required to assist setting up the dining hall and in the serving, helping and clearing up over the lunch time period. After which you will be part of the Ruspini team working in the classrooms during afternoon sessions and from 4:00pm assist with the organisation and running of the After Pre-School Tea and Late Clubs.

JOB SPECIFICATION

The key responsibilities of the role include but are not limited to:

- assisting the Pre-School Leaders with all aspects of provision
- taking an active role in all elements of the clubs, including the running of activities with small groups of girls and boys
- providing a balanced and varied programme of interesting and stimulating activities for children aged between 2 and rising 5 years old in both the classrooms and After Pre-School Tea/Late Club environment.
- liaising with parents under the supervision of the Pre-School Leaders
- ensuring all health and safety standards are adhered to
- being fully aware of the safeguarding responsibilities of all staff at RMS

PERSON PROFILE

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team.

PERSON SPECIFICATION

Experience and skills:

Essential

- A child-centred approach
- A calm manner

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has:-

- an outgoing and welcoming personality
- the ability to communicate effectively and politely
- a flexible approach to work load
- the ability to work as part of a team
- good organisation skills and the ability to work to deadlines
- an awareness of and compliance with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.

TERMS OF EMPLOYMENT

The terms of employment include:

- up to 28 ¾ hours per week excluding unpaid breaks (Monday to Friday, 11:45am until 6:00pm), term time only (could suit two people sharing)
- RMS Support Staff Salary Scale Point S5 (£8.66 per hour)
- Free car parking
- Preferential gym membership

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head of the Pre-School.