

Name of Company	Liden Preschool
Address Line 1	C/o Liden Primary School
Address Line 2	Liden Drive
Town	Swindon
Postcode	SN3 6EX
Employer Telephone Number	(01793) 485392
Type of Business	Preschool
Number of Employees	9
Disability symbol user	Yes
Please provide the contact details of the person handling this application within the business	
Title	Mrs
First Name	Trina
Last Name	Goodenough
Position	Supervisor
Email Address	trinagoodenough@btconnect.com
Telephone Number	(01793) 485392 ext
About the Vacancy	
Job Title	Bank Staff
Number Required	5
Wage Details	depending on experience
Actual days and hours to be worked	Will be temporary hours depending on needs of business to cover sickness/ courses etc
Duration	Temporary
if temporary, the duration	unknown
Please tell us about the job	<p>Job title: Pre-school assistant</p> <p>Responsible to: Pre-school leader</p> <p>Responsible for: None</p> <p>Purpose of the job: To work as a key person and as part of the pre-school team under the direction of the pre-school leader to provide safe, high quality education and care for young children. To maintain a stimulating and enjoyable environment.</p>

Main duties

1. To assist with the planning of the curriculum.
2. To help set up the playroom/s for the daily programme and to help tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times.
3. To act as a key person to a group of children, liaising closely with parents/carers and ensuring each child's needs are recognised and met.
4. To advise the pre-school leader of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
5. To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.
6. To teach children, offering an appropriate level of support and stimulation.
7. To attend staff meetings.
8. To attend in-service training courses and meetings as required.
9. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
10. To keep up-to-date with current good practice.
11. To undertake any other reasonable duties as directed by the Pre-school leader, in accordance with the pre-school business plan/objectives.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them.

How does the employer wish people to apply for the job?

CV and Letter back to employer

Closing date for applications

31/08/2010