



Willow Tree Pre-School
The Green
Deanshanger
Milton Keynes
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Pre-School leader: Louise King
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Registered Charity No (1130575)

Relief Worker - Job Description

Job Title: Relief Worker

Responsible to: Pre-School Leader

Purpose of the job: To work 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.

Main duties

1. To help set up the playroom for the daily programme and to help tidy away at the end of session
2. To liaise closely with staff ensuring each child's needs are recognised and met
3. To advise the Pre-School Leader of any concerns e.g. over children, parents / carers, or the safety of equipment, preserving confidentiality as necessary
4. To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans
5. To guide children, offering an appropriate level of support, stimulation and education as laid out within the EYFS
6. To attend in-service training courses and meetings as required
7. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job
8. To undertake any other reasonable duties as directed by the Pre-School Leader, in accordance with the pre-school's 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 may have been made against them.

Person Specification

Essential Criteria

1. A satisfactory enhanced DBS check which confirms suitability to work with children
2. Previous experience of working with young children

3. Commitment to equal opportunities and understanding of religious and cultural diversity
4. Friendly, flexible approach
5. Ability to work as part of a team and on own initiative
6. Awareness of parent / carer, children and community needs
7. Health clearance for the role.