



Partridge Green Pre-School

Est. 1966

Registered charity number: 1035667

Partridge Green Pre-School offers high quality childcare and early years learning opportunities to children between the ages of 2-4 years, operating from the heart of the community. We're seeking to expand our highly qualified and experienced team in 2023 to meet the needs of our children.

Part-time Assistant – 16 hours per week (opportunity to increase hours when needed)

We welcome applications for the post of assistant to contribute a high standard of physical, emotional, social and intellectual care for children placed in the setting.

As well as working with the children, duties will include but not be limited to:

- Assisting in planning activities for the children on a regular basis,
- Parent/carer liaison
- Carrying out assessments
- Attending staff meetings and training courses throughout the year
- Daily set up and pack away (rota in place)
- Other tasks as required

You will work under the direction of the Manager and give support to other personnel within the setting to implement the daily routine. You will also act as a Keyworker to a small group of children. You will assist with set up and pack away when needed at our pack away facility in the village hall.

A level 2 qualification in Early Years is essential (Level 3 is desirable, we have opportunities for the successful applicant to train up to level 3) A willingness to enhance and develop your understanding and best practice will be required using the new Development Matters for guidance. It is important that you can work as part of our friendly team and are passionate about working in Early Years.

Flexible hours negotiable between 7.45 am – 4.15pm Monday – Friday term time.

Partridge Green Pre-School is committed to safeguarding children and expect all staff and volunteers to share this commitment. An enhanced DBS is required.

For more information about the post and a full copy of the Job Description/Person Specification please contact Becky White on tel: 07880744240 email: pgpreschool14@gmail.com

To apply please contact Becky White for an application pack.

www.partridgegreenpreschool.co.uk

pgpreschool14@gmail.com

Closing date: Thursday 5th October 2023

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Ofsted URN: RP904745