

<b>Job vacancy title</b>	Pre School Assistant (Abacus Pre School)
<b>Provider's Name</b>	Abacus Pre School
<b>Provider's Address</b>	KT3 3QE
<b>Contact Name</b>	Shrutee Shrestha
<b>Phone</b>	07843231013
<b>Email</b>	admin@abacusnewmalden.co.uk
<b>Job Description</b>	<p>Main duties, the object of which is to support the leader in providing a stimulating and varied programme of play whilst ensuring the safety and well-being of the children in their charge, are:</p> <ol style="list-style-type: none"> <li>1. Help prepare and fully set out the rooms before the children arrive and tidy up after the children have left.</li> <li>2. Provide written plans in accordance with the Early Years Foundation Stage and written evaluations of activities. Take part in all pre-school activities, including a quality assurance scheme.</li> <li>3. Through observations, keep written records of the children. Prepare half termly learning journeys, IDMs and EAL booklets where appropriate.</li> <li>4. For your own professional development you will be required to attend training courses. These may be in the afternoon or evening. There will also be some staff meetings at the close of a session.</li> <li>5. Take part in special events, outings and visits.</li> <li>6. Encourage parental involvement and build effective relationships with parents.</li> </ol>

	<p>7. Listen to, encourage, enable, stimulate and ensure the safe-keeping of the children.</p> <p>8. Advise the leader of any matter requiring attention such as concerns about a child, or equipment repair or replacement.</p> <p>9. Keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the job.</p> <p>10. Ensure all children are treated equally through non-discriminatory practice and ensure planned activities are inclusive to all.</p>
<b>Days and hours of work</b>	Part time(term time only)
<b>Salary</b>	TBC
<b>Qualifications</b>	Ofsted approved qualification
<b>Experience and skills required</b>	<p>Essential criteria</p> <ol style="list-style-type: none"> <li>1. Has a calm approach to working with young children, whilst showing an understanding of the child's needs.</li> <li>2. Has a relevant Ofsted approved qualification, (minimum Level 3) and a sound knowledge of the National Standards.</li> <li>3. Has a sound knowledge of the EYFS together with an interest in furthering professional development.</li> <li>4. Can plan activities to stimulate children but also show understanding</li> </ol>

	<p>that children need to learn independently through play.</p> <p>5. Can work independently but also as part of a team.</p> <p>6. Is willing to complete a DBS check.</p> <p>7. Is familiar with observing children and can keep accurate and relevant written records.</p> <p>8. Shows enthusiasm for a new challenge.</p> <p>9. Arrive 5-10 min early.</p> <p>Desirable criteria</p> <p>1. Has attended regular and recent early years training.</p> <p>2. Can be flexible on working hours if requested.</p>
<b>Any other information</b>	N/A
<b>Closing date for applicants</b>	Open Until Filled
<b>Position start date</b>	07/01/2019

<b>Job vacancy title</b>	Pre- School Assistant (Acacia Pre School)
<b>Provider's Name</b>	Acacia Pre School
<b>Provider's Address</b>	Malden Wanderers Clubhouse, Cambridge Avenue, New Malden, KT3 4LE
<b>Contact Name</b>	Leigh Smith
<b>Phone</b>	07894093151
<b>Email</b>	manager@acaciapreschool.com
<b>Job Description</b>	<p>We are looking for a passionate &amp; enthusiastic pre-school assistant to join our dedicated team in providing high quality early years education &amp; care, under the direction of the pre-school leader. Duties will include:</p> <ul style="list-style-type: none"> <li>• Being a key person to a small group of children</li> <li>• To plan appropriate &amp; stimulating activities that will enable the children in our care to develop &amp; progress, whilst in an enjoyable environment</li> <li>• To monitor children's progress through continuous observations &amp; thorough assessments</li> <li>• To compile children's learning journeys</li> <li>• To develop positive relationships with children, parents/carers, colleagues &amp; outside agencies</li> <li>• To help setup the play room each morning</li> <li>• To attend staff meetings and training courses when required.</li> </ul>
<b>Days and hours of work</b>	Tuesday & Wednesday - 8.45am -12.45pm Thursday - 8am - 12.45pm Friday - 8.45am - 3pm
<b>Salary</b>	Dependent on qualifications and experience
<b>Qualifications</b>	Minimum of an Ofsted recognised Level 3 Childcare qualification Paediatric first aid (Not essential) Safeguarding level 2 (Not essential)
<b>Experience and skills required</b>	Must be able to work as part of a team

	Must have previous experience of working in a pre-school Must have a sound knowledge of the Early Years Foundation Stage
<b>Any other information</b>	For an application form please contact Leigh Smith at : manager@acaciapreschool.com
<b>Closing date for applicants</b>	18/01/2019
<b>Position start date</b>	25/02/2019

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