

## PRE-SCHOOL ASSISTANT - ST MARY'S PRE-SCHOOL, PRINCES RISBOROUGH

Academic Year 2018/2019

Part-time - ASAP

Closing Date: 07.06.2019

### **Overview:**

We are looking for a kind, caring and dedicated person to join our friendly and experienced team. Help us to provide and maintain a fun, safe, inclusive and supportive environment for our children.

Hours – Monday 8.30am to 3pm – Wednesday and Friday 8.30 – 1.30pm. Additional hours and sessions may be available during the year. Ideally to start as soon as possible.

Salary – Minimum £8.30 per hour

### **About us:**

St Mary's is a vibrant pre-school that caters for young children in Princes Risborough and its surrounding villages. We pride ourselves on the quality of education that we deliver and work hard to make sure that every child achieves to the best of their ability. We offer the children the opportunity to learn through play in a stimulating and nurturing environment. St Mary's has been operating since 1956 and is run by a Voluntary Management Committee. St Mary's Pre-School was rated 'outstanding' by OFSTED on their last two Inspections; 22.10 2008 and 13.07.2015.

We are close to bus routes and just a 15 minute walk from Princes Risborough station and have a small on-site car park.

<http://www.stmarys-preschool.org.uk/>

### **About the role:**

No two days are the same. You will see the amazing development, imagination and thoughts of our children. Our day starts early, setting out areas of the Pre-school before children arrive. During the day, you may help to prepare snacks and drinks, but will spend most of your time listening to, encouraging and supporting children. You will help to plan, take part in and evaluate all Pre-school activities including outings and visits. You will act as a Key Worker for up to 8 children, observing and recording their development, which we will give you training in. At the end of most days, you will help to tidy up and return the Church Hall to its original appearance.

### **About you:**

Ideally you will have a level three qualification or above in Childcare, however a level two qualification will also be considered. Experience of working with and supporting children with Special Educational Needs is helpful.

You will be enthusiastic, caring, supportive and inclusive. You will be good at building relationships, both with the children, parents and colleagues. You will have a good sense of humour and be focussed on the children at all times. You will be comfortable helping children to learn through play, while developing your own learning and skills. You will also broaden your knowledge about the children's interests.

**Other information:**

Visits to our Pre-school are encouraged, please ring Fiona Brooks on 07527 927813 or email [info@stmarys-preschool.org.uk](mailto:info@stmarys-preschool.org.uk) to arrange a mutually convenient time and day.

For more information about the role, please see the attached job description or contact Fiona on the phone number or email above.

To apply for the role, please complete the attached application form and return it to [info@stmarys-preschool.org.uk](mailto:info@stmarys-preschool.org.uk) or hand it into the pre-school as soon as possible.

St Mary's Pre-School is fully committed to the welfare and safeguarding of our pupils and any appointment will be subject to successful references, identity, qualification and enhanced DBS checks.

**Attachments:**

Job description  
Person specification  
Application form