

Providing grass root community led services to real grass root needs

Burnside Pre-School
38 Burnside Crescent Langley
Middleton Manchester
M24 5NN
0161 643 8108
burnsidecentre@btconnect.com



Job Description

Job Title: Pre-School Assistant (12 month apprenticeship agreement)

Annual Salary: £5,103.00 (30hrs per week, term time work plus 3 additional weeks)

Hourly rate: meets minimum national apprentice rates

Reporting to: Senior Colleagues and Management

Job Purpose: To work as a team member, assisting the Pre-School in providing care and education for children aged 2-4 years. Commitment to undertaking NVQ level 2/3 over the 12 months and additional training to enhance your role and future prospects.

Main duties and responsibilities:

1. Assist Pre-School team in the day-to-day running of the Pre-School, including children's snack times and domestic duties
2. Assist Pre-School team in the planning, organising, delivery and display of Early Years activities identified in the national educational frameworks
3. Share key-worker responsibility with the team
4. Assist on visits with the children outside the Pre-School
5. Work within the Policies and Procedures of the Pre-School
6. Promote an inclusive and equal opportunity environment
7. Attend staff meetings and appropriate internal and external staff development training
8. Any other duties as identified

Incentives:

- 5.6 weeks paid holiday over the 12 month placement
- Based in a setting graded 'Outstanding' by Ofsted
- Friendly and supportive environment
- Additional training such as accredited Food Hygiene, Paediatric First Aid will be paid and provided for by the setting

Burnside Centre is a charity registered in England and Wales (Registration number 1145309)
Company limited by guarantee registered in England (Registration number 07536820)

