

**St Mary Magdalene Parish Church
with
Sale West Community Church**

**‘BUTTERFLIES’
St Mary’s Pre-School Group**

JOB DESCRIPTION

Job Title: **PART TIME, PRE-SCHOOL ASSISTANT**

Accountable to: The Pre-School Group Management Committee

Reports to: The Leader of Deputy Leader

Main purpose and scope of the job

Having a vision and vocation to serve the children and parents in the Pre-School Group, ministering to them on every educational level including spiritual, physical, intellectual and social.

Hours of work

Minimum of 16 hours per week including Monday, Tuesday, Wednesday and Friday mornings during term time.

Salary

£8.80 per hour if unqualified/lower than L3
£9.27 per hour L3 qualification

Location

St Mary’s Church Centre, 44 Moss Lane, Sale

Duties and Key Responsibilities

1. To support children’s learning and development through the early learning goals and implementing planned and child-led activities in small and large group
2. To support children’s physical, mental, social and emotional development.
3. To be able to work cooperatively and flexibly within a team enabling a safe and appropriate environment for learning
4. To enable and equip the learning environment, involving positioning of equipment
5. To implement policies and procedures
6. To have responsibility for a key group of children to include
 - support at snack time and saying prayers
 - collecting and recording information about development
 - exchanging information with parents as necessary

General Responsibilities

1. To self-evaluate own performance at least termly for the annual assessment at the end of the year
2. To attend staff meetings as required and optional management committee meetings
3. To be prepared to attend training courses to keep up to date with the latest practices and procedures
4. To be flexible within the broad remit of the post
5. To implement and adhere to all policies and procedures including the Church’s Health & Safety and Safe from Harm (Safeguarding) Policies: www.stmarysaom.org/aboutus/policies
6. To carry out such other tasks as the Management Committee may from time to time reasonably require