

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

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

**JOB DESCRIPTION**

**Job Title:**                   **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, educating them on every level including physical, intellectual, and social.

**Hours of work**

Minimum of 26 hours per week term-time, to be worked during pre-school opening hours (see [www.stmarysaom.org/butterflies](http://www.stmarysaom.org/butterflies)) and including a maximum of two evening shifts finishing at 6.15pm. Some flexibility with hours is preferable.

**Salary**

£10 per hour

**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](http://www.stmarysaom.org/aboutus/policies)
6. To carry out such other tasks as the Management Committee may from time to time reasonably require