



Preparatory School Early Years Classroom Assistant

Job Description

Beechwood Prep School is looking for a full-time (or two part-time, job share) Classroom Assistant(s) for our Early Years with children aged from three to four. The hours would be 8.00am-2.00pm, Monday to Friday term time only.

The role involves:

General

- Helping with Early Years activities, such as Art
- Preparing morning snacks
- Keeping the area clean to include the small kitchen and the children's toilets
- Setting up activities
- Morning duty at the front of school and two playground supervisions daily

Pupils Support

- Establishing positive relationships with individual children and groups
- Effective role modelling of behavior to children
- Assisting children on arrival at school between 8am and 8,30am and being on duty at all playtimes
- Using age appropriate language
- Assisting with toileting and personal hygiene

Colleague Support

- Assist with classroom resources and lesson preparation materials
- Assist with encouraging behavioural expectations
- Assist in the presentation of display boards

School Support

- Contribute to the maintenance of the children's safety and happiness
- Provide playground duty and assist with serving lunch and snacks
- Respect confidentiality at all times, be knowledgeable of Child Protection procedures, Health & Safety and all the relevant school policies
- Undertake relevant training as necessary e.g. Safeguarding and food hygiene
- Assist with special activities in the school within school hours, e.g. sports days, school trips, nativity concerts etc.

Personal attributes

No prior school experience is necessary but experience of working with young children would be an advantage for this post. To be physically fit and able, be a team player and be punctual and diligent.

Beechwood is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applications are subject to an enhanced DBS check.