

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Pre-school Assistant

Classification: Childcare and Related Personal

Ref: 13,081

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working within a pre school.

Key Tasks: Student will do a certain amount of observation then with training and whilst under supervision may assist staff. Some tasks may include preparation and assisting with artwork; assisting with playdough/sand/water games; reading; singing; general play; assisting with drinks/fruit time and possibly assisting with outdoor activities such as short walks.

Requirements: A genuine interest in this area of work and ability to communicate with young children. Good listening skills.

Clothing: Casual/comfortable clothes which you won't mind getting dirty. Sensible/comfortable shoes. Warm clothing for outdoor activities. No dangly jewellery.

Working Hours: 8:30 - 2:30 Monday to Friday.

Meal Breaks: Take a packed lunch.. (NB ensure nuts, or items with traces of nuts are not included.)

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student will be supervised at all times and never be left alone with children.EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student will not come into contact with hazardous machinery or chemicals.WORKPLACE SPECIFIC HAZARDS:-Students who are unwell, especially with sickness, diarrhoea or contagious disease should not attend (phone in).CHILD PROTECTION ISSUES:-The student will not be involved with childrens ' personal care' (toileting, nappy changing etc).All staff are police checked. -Students should avoid physical contact with the children such as lifting, piggy backs etc.NOTE: MOBILE PHONES ARE TO BE LEFT IN THE CLOAKROOM DURING WORKING HOURS.NOTE:- Students who are unwell, especially with sickness, diarrhoea or contagious diseases should not attend and inform the school as soon as possible. A minimum of 48hrs is required before returning to school.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L