

Job Description

Title of post: Key Person

Responsible to: Pre-school Leader

Responsible for: N/A

Areas of responsibility

The Pre-school is connected to the cornerstone church which is located in a multi-cultural area and we expects all its employees to have a full commitment to the Pre-school's philosophy and policies and acceptance of personal responsibility for their practical application. All employees are required to comply with and promote the Cornerstone Under 5s Pre-School Equal Opportunities policy and to ensure that discrimination is eliminated in the services of the Pre-school.

Main duties

The following job description details aims, duties and responsibilities for the pre-school Key Person.

1. To understand, comply and promote The Cornerstone Pre-Schools equal opportunities Policy.
2. To complete an entry profile containing personal records for each child in accordance with the requirements of the Children's Act 1989.
3. To operate a key working system using child observations and individual play plans incorporated in a curriculum planned around the Early Years Foundation Stage.
4. To ensure confidentiality of information.
5. To prepare and set out equipment and activities prior to the start of each session. To clear away and store equipment and activities at the end of each session.
6. To welcome the children, parents and carers on arrival at each session.
7. To create a stimulating educational environment by providing various activities as agreed with other members of the staff team.
8. To Assist with preparing Medium Term/Short term and Long term Plans (Evaluating)
9. To use initiative in preparing a pre-school themed activity on a rota basis.
10. To promote parent/carer involvement in the pre-school.
11. To encourage all members of the community to use the pre-school service and to promote the service that the pre-school offers.
12. To assist in the provision of a safe environment and maintain high standards of hygiene in accordance with statutory requirements and to make these known to parents/carers.
13. To check all equipment on a daily basis for the purpose of health and safety.

14. To report and administer (if qualified) First Aid and record all accidents and incidents in the appropriate.
15. To be fully aware of the accident and emergency evacuation procedure.
16. To keep storage cupboards tidy on a daily basis. To assist in the termly cleaning of toys and equipment. To assist in the annual stock take of equipment for insurance purposes at the end of the summer or Autumn Term.
17. To work in close co-operation with all members of the staff team.
18. To attend staff meetings to discuss and plan the work of Cornerstone Pre School to ensure standards are maintained. Which takes place every Tuesday at 3.45pm-4.45pm (If you are unable to attend to read and sign the minutes on your next working day)
19. To attend voluntarily Pre-School committee meetings as required.
20. Required to take part in fund-raising where necessary to promote the smooth running of the Pre-school.
21. Required to attend in-service training as suggested by the play leader and Pre-School committee.
22. To carry out any other task relevant to the post of the pre-school key person.
23. 1 or 2 hours Non-contact time – home based. Ensuring all children's learning journeys are completed each week. To make certain that parents' have access on Baby's days so that they can view their child's learning journey. To make certain 'Artistic Expression' are given out each term.
24. To be ultimately responsible to the Pre-School Manager, Pre-school Leader and the Management Committee.
25. To attend Supervisions and Appraisals.