



## JOB DESCRIPTION

### Volunteer

Putnoe Woods approach is to ensure the pre-school provides a safe, caring and educational environment both indoors and outdoors throughout the core day in line with the EYFS. All the children within our care will receive stimulating experiences and opportunities to learn through activities that meet individual needs and wellbeing. To successfully achieve this ALL volunteers will be expected to role model best practise and lead by example.

To have an understanding and knowledge of Putnoe Woods Safeguarding Policies and Procedures maintaining the safety, security and wellbeing of all children at all times.

'the health, safety and welfare of the child is paramount'

As a Volunteer at Putnoe Woods Preschool in a room based role you will be expected to develop an understanding and ability to assist in providing high quality childcare, caring and nurturing for individual needs. All Volunteers are expected to act as a positive role model, working effectively within the team, using their initiative within the room and contribute in providing outstanding care in accordance with Putnoe Woods Mission Statement.

## REPORTS TO PRESCHOOL MANAGER or DEPUTY MANAGER

### Scope of Position

- To be developing an understanding and ability to put into practice Putnoe Woods Safeguarding policies and procedures for every child



- To assist in ensuring that all children attending the setting are kept safe
- To develop and gain confidence with regard to Inclusive Practice working within partnership with every child, family and colleagues
- To develop an understanding to meet requirements of regulatory bodies with relation to EYFS matters, special needs, child protection, Health and safety and to ensure that the settings policies and procedures are adhered to
- To help support children's progress in all areas of their development by assisting in their play and learning activities

## Key Responsibilities

### Childcare and Education

- To assist in ensuring that the preschool provides a safe, caring, stimulating and educational environment both indoors and outdoors on a daily basis
- To assist in providing high standards of quality within the setting including the environment, resources and experiences offered to children
- To support the development of good practice with regard to special educational needs and inclusion
- Ensure that children are kept safe and develop an understanding of Putnoe Woods Safeguarding policy and procedure and seek guidance to implement it if required
- Develop an understanding with regard to behaviour management strategies
- Interact with children through play

### Health and Safety

- Develop and ensure you have an understanding of the pre-school Health and Safety policies and procedures and Risk Assessment Manual
- Be familiar of all emergency and security procedures e.g. fire evacuation, security, dropping off and collection of children



- Be able to recognise when a child is in danger or at risk of harm and take action to protect them

## Operational

- Seek to support any challenging behaviour that does not support Putnoe Woods Inclusive Practice and Equal Opportunities Policy and procedures

## Staff

- Develop positive working relationships with colleagues maintaining a mutual respect at all times

## Personal

- You will need to be patient, encouraging and nurturing
- A good communicator with excellent listening skills
- Committed to the development and welfare of young children
- Willing to demonstrate a commitment to the values and behaviours

## Communication

- Develop and have a sound understanding that communication is a key part of all working partnerships - the words we use, our vocal tone and manner, body language and the way in which we listen
- Develop and demonstrate sensitivity to the needs and feelings of colleagues, children, families and others

## General

- Adhere to and abide by Putnoe Woods Settings Policies and Procedures
- Ensure the settings policies on diversity and equal opportunities are adhered to



- Maintain a professional approach, behaviour and confidentiality at all times. Pre-school issues should not be discussed outside of the workplace or on social networking sites
- Maintain appropriate relationships with colleagues, children, parents, volunteers and students at all times
- Complete mandatory training as requested

## PERSON SPECIFICATION

To be used for recruitment and selection purposes

Criteria	Essential	Desirable	Measure
<b>Childcare and Education</b>			
Knowledge of the EYFS		✓	A / I
Knowledge of Safeguarding Procedures		✓	A / I
Enthusiastic approach		✓	A / I
Previous experience of children 0 - 5		✓	A / I
<b>Working in Partnerships</b>			
Sound verbal and communication skills	✓		A / I
Ability to develop effective working relationships with colleagues and families	✓		A / I



<p><b>Inclusive Practice</b></p> <p>Ability to demonstrate a positive attitude towards inclusion</p>	✓		A / I
<p><b>Health and Safety</b></p> <p>Current First Aid qualification</p> <p>Understanding of all areas of Health and Safety within the pre-school environment</p>		<p>✓</p> <p>✓</p>	<p>A</p> <p>A / I</p>
<p><b>General</b></p> <p>Flexible to undertake other tasks as and when required</p> <p>Professional approach</p>		<p>✓</p> <p>✓</p>	<p>A / I</p> <p>A / I</p>

A - Application Form

I - Interview

**Putnoe Woods  
Preschool**



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**I have read and understood the job description and person specification for  
the role of Volunteer at Putnoe Woods Pre School**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_