

Job Description



VOLUNTEER

Reports to: Room Leader

Putnoe Woods pre-school provides a safe, caring and educational environment in line with the EYFS. All the children within our care will receive stimulating experiences and opportunities to learn. To successfully achieve this ALL volunteers should act as a positive role model, working effectively within the team, using their initiative and providing outstanding care in accordance with Putnoe Woods Mission Statement:

At Putnoe Woods we strive to be a fun, affordable, inclusive Early Years setting where children are welcomed, valued and encouraged to reach their full potential in a safe and nurturing environment. We strive to develop our parental partnerships as parents are their child's first educators'

Key Expectations

Childcare and Education

- Gain an understanding and put into practice our Safeguarding and Prevent Duty policies and procedures for every child.
- Assist with rich & stimulating activities both indoors and outdoors daily.
- Interact with children through play.
- Participate in groups activities. Sing songs, nursery rhymes and read stories.
- Strive to ensure activities are inclusive and accessible to all children.
- Ensure that all children are kept safe and appropriately cared for.
- Assist in the general cleanliness of the children and assist with handwashing.
- Understand and practice the approach regarding behaviour management strategies within the preschool.
- Work with the team to provide a pleasant mealtime for all the children.
- To assist pupils, where necessary, with the proper use of cutlery and cups.
- Ensure the dining areas are left clean and tidy.
- Aim to clear playroom of food debris once mealtimes have finished.
- To support good practice regarding special educational needs and inclusion.
- Ensure that children are kept safe and develop an understanding of Putnoe Woods Safeguarding policy and procedure.
- Be familiar of all emergency and security procedures e.g. fire evacuation, security, dropping off and collection of children.

Personal

- Carry out duties with a smile and a sense of humour.
- You will need to be patient, encouraging and nurturing.
- Be a good communicator with excellent listening skills.
- Adhere to and abide by Putnoe Woods Settings Policies and Procedures.