



# Girton Cottontails Preschool

## Bank Staff Job description

### Main Duties:

- To meet children's social, emotional, physical and intellectual needs by providing stimulating and age-appropriate play and learning opportunities in the preschool.
- To supervise the children where appropriate and to protect them from dangerous or harmful situations, as directed by leadership staff, and to complete any relevant training for the role job role.
- To contribute to a high level of care that will enhance the children's general health and well-being and to ensure that all toys and equipment are clean and safe at all times.
- To assist in providing a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers and if working on a Monday these are Forest school sessions which are held outside all day in the local woodland.
- To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.
- To discuss the progress of children with the relevant key person and to contribute any ideas to informal & formal planning sessions.
- To assist in the preparation of snacks, set up and clear away meal times and supervision of children during meal times.
- To share any child protection concerns immediately with the designated Child protection officer.
- To ensure adherence to Girton Cottontails Preschool confidentiality policy.

To adhere to staff handbook at all times