



JOB DESCRIPTION

Job Title: Relief Practitioner

Responsible to: Preschool Supervisor

Overall Purpose

To be part of the Preschool team under the direction of the Preschool Supervisor and to provide safe care for young children.

General Responsibilities

- To help set up the setting for the daily programme and help tidy away at the end of the session.
- To advise the Preschool Supervisor of any concerns e.g. over the children, parents or the safety of equipment, preserving confidentiality as necessary.
- To teach the children, offering an appropriate level of support and stimulation.
- To keep **completely confidential** any information regarding the children, their families or other staff which is required as part of the job.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Preschool Supervisor

PERSON SPECIFICATION:

Essential Criteria

1. Good standard of literacy and numeracy and excellent communication skills
2. Ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs
3. Ability to work in a positive manner with colleagues and as part of a team

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check.

Terms and Conditions

Salary Range: Dependent on qualifications and experience

Hours of Work: As and when required