

JOB DESCRIPTION
Support Assistant - Care
Vacancy Ref: N1849

Job Title: Support Assistant CARE	Present Grade: 2
Department/College: Pre-School Centre	
Directly responsible to: Through the Team Leaders to the Pre School Centre Management team.	
Supervisory responsibility for: Not applicable	
Other contacts	
Internal: Pre School Centre Team Leader, other team members, Parents.	
External: Tutors and Assessors if appropriate.	
Major Duties:	
<ol style="list-style-type: none"> 1 To Support the Nursery Officers with preparation of activities and resources to meet the children's needs. 2. To work as a flexible member of a team and provide assistance to support the children's learning. 3. To provide supervision at mealtimes. 4. To support the Health and Hygiene Policy within the room, ensuring that all toys are regularly cleaned and also kitchens and bathrooms are kept clean and tidy. 5. To adhere to the Pre School Centre's Policies and Procedures. 6. To report any accident or incident to the appropriate person. 7. To provide any other duties as directed by the manager or her nominated representative. 	
It is a requirement that the post holder receives undertakes a Disclosure and Barring Service check.	