

JOB DESCRIPTION
Support Assistant - Care
Vacancy Ref: N2019

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.	