



Highclare School

Achieving Individual Excellence

JOB DESCRIPTION

Pre-Prep Assistant – Holiday Scheme Cover

Duties Common to all staff /Pre-Prep Assistants

- 1) To assist in Pre-Prep for the contracted hours and contribute to the activities and routine.
- 2) To be aware of the policies and procedures, keeping up to date with the staff handbook.
- 3) To be familiar with the Health and Safety Policy and be responsible for the safety and welfare of children in Pre-Prep.
- 4) To attend staff meetings, insets, events, Open Days and training courses as directed by managers.
- 5) Liaise with teaching staff and parents.
- 6) Liaise with catering staff regarding daily teas and children's needs, if needed.
- 7) Prepare a safe and stimulating environment, having planned activities prepared for use.
- 8) Assist other members of the Pre-Prep department and follow any rota in place.
- 9) Maintain display work, records and registers.
- 10) Keep abreast of changing legislation and work towards the development of the Pre-Prep department.
- 11) To read and follow the policies and procedures in the Whole School and Pre-Prep staff handbook.
- 12) To participate in the staff review programme.