

JOB DESCRIPTION

Job Title:	Preschool Assistant
Responsible to:	Preschool Leader
Hourly Rate	£12.21
Hours of work	27.5 hours per week
Contract	Part time, Permanent
Leave Entitlement	5.6 weeks
Proposed start date	Late August 2025

The Methodist Church in Ireland is a community of people drawn together by God's love, who seek to live wholeheartedly as followers of Jesus for the transformation of the world. Newtownabbey Methodist Mission is part of MCI. The Mission's motto is "A heart for God and a hand to people." We are called to serve Christ, and in response to His love and grace be His hands and feet in the Rathcoole Estate and wherever God places us.

Newtownabbey Methodist Mission Preschool is committed to delivering excellent outcomes for children. We pride ourselves on running a setting where children are happy, safe and able to reach their potential. Our staff team are the most important resource we have to ensure that this happens. We want staff who are child centred and willing to go the extra mile to make sure that our children fulfil their potential.

The role of the Preschool Assistant is to support the Leader in ensuring that there is a safe, caring and welcoming environment for children and their families.

Responsibilities

- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the Preschool.
- Help ensure that the playrooms are appropriately laid out before the session commences and are tidied up after the session ends.
- To ensure excellent standards of hygiene are followed and that equipment is safe and regularly checked as recommended in DHSSPS guidelines.
- Attend and participate in all staff meetings and assist in planning and preparation
- Carry out regular observations and make an assessment of each child's needs within the group and plan daily to meet these needs.
- Help provide and take part in all the group's activities.
- Take part in special events and group outings.
- Encourage parental involvement.
- To listen, encourage, enable and stimulate the children and ensure their safekeeping.
- Attend relevant evening meetings and courses as directed by the leader or committee. Course fees may be considered by the management for approved training.
- Advise the Leader of any matter with regards to children or equipment requiring attention.

- In accordance with GDPR requirements, to keep strictly confidential any personal information regarding the children, their families or other staff learnt as part of the job. Such information must not be passed on unless it is in the interest of a child.

The responsibilities outlined above are not exhaustive and the post holder may be required to undertake other duties of a similar nature and appropriate to their role as reasonably required by the Preschool Leader.

The successful candidate should be willing to work with respect for the aims and ethos of the Methodist Church in Ireland.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	QCF Level 2 Diploma in Child Care, Learning and Development or Willingness to undertake Level 2 Training if appointed	
Experience	Previous experience of working with children aged under 7 in a paid or voluntary capacity	Knowledge of the NI Preschool Curriculum
Skills and Abilities	Physical ability to lift children and equipment when required.	<p>Able to identify problems and refer to leader</p> <p>Able to work as part of a team.</p> <p>Able to relate well to children and their parents/carers</p>
Character	<p>Motivated and energetic person who can take initiative and work in a team</p> <p>Friendly, caring, helpful</p>	<p>Willingness to attend evening meetings and training</p> <p>An understanding of child development and the importance of parental involvement.</p> <p>Willingness to work with respect for the aims and ethos of the Methodist Church in Ireland</p>