

Playgroup Assistant

About Us

St Bernard's Pre-School Playgroup is a well-known, popular local playgroup which is committed to delivering a safe, inclusive and welcoming space for pre-school aged children.

The playgroup is run by a committee and is monitored by DHSSPS & Early Years.

Through a range of learning initiatives, the team run a setting where children are happy, safe and able to reach their potential.

We are currently in the position to appoint a new Playgroup Assistant to the morning team.

We are looking for an enthusiast person who is passionate about playing a key role in Early Years development.

Working under the direction of the Playgroup Leader, the Playgroup Assistant should support the leader in ensuring that there is a safe, caring and welcoming environment for children and their families.

Hours of Work – Monday to Friday 8.30am – 1pm 22.5 Hours Per Week Term Time

Further Information

Closing date for applications is Thursday 31st August 2025 – 5pm

Job Description

To assist the playgroup leader in the day to day running of the Playgroup as part of the team of staff.

The playgroup assistant will be firstly responsible to the Leader and secondly to the Committee.

The playgroup assistant will support the Leader in providing a safe, caring and welcoming environment for children and their families.

Responsibilities

- To assist the Playgroup Leader and other staff members with the daily routine of Pre-School
- To be able to work as part of a team and bring new ideas to meet the needs of all the children within the setting.
- To help prepare and set up the playroom before sessions and tidy up after sessions.
- To carry out regular observations and assessments of each child as directed by the Leader.
- To attend and participate in staff meetings and assist in curriculum planning.
- To take part in events and days out.
- To advise the Leader of any matter requiring attention e.g. concerns about a child or equipment needing replaced or repaired.
- To encourage participation of parents/carers to be involved in their children's learning.
- To help prepare and take part in all group activities.
- To also attend relevant training and courses as directed by the Leader/committee.
- To encourage, enable, stimulate and ensure the safe keeping of the children.
- Any other duties as seen fit by Leader.

Skills and Qualifications

Essential Skills

- A minimum of two years experience working in a pre-school education setting.
- Knowledge of minimum standards and Northern Ireland pre-school curriculum.
- QCF Level 3 in Childcare, Learning and Development **or** equivalent qualification

Or

- A minimum of two years experience working in a pre-school education setting.
- Knowledge of minimum standards and Northern Ireland pre-school curriculum
- Willing to commence QCF Level 3 in Childcare, Learning and Development **in September 2025. ** Please note Maths and English GCSE Grade A-C are entry requirements to this course**

Desirable Skills

- Up to date Child Protection, Paediatric First Aid and Health and Safety training.
- Up to Date Food Hygiene
- The ability to work well with the team.
- Proficiency in Microsoft Office.
- Experience in observations or record keeping.