



Job description: Forest Kindergarten Assistant

Treehoppers Forest Kindergarten, Borde Hill & East Grinstead (2 positions)

Job title:	Temporary Forest Kindergarten Assistant (temporary)
Responsible to:	Manager
Purpose of the job:	To work as part of a small team in our Forest Kindergarten. You will help to provide an exciting, magical and high quality early years experience for the children in a woodland setting.
Hours & Salary:	Hours: 24-28 hours per week. Salary: Unqualified staff: pro rata f/t hrs £22425. Qualified EY staff: pro rata f/t hrs, £24862 - £26422

1. Help to set up and pack away equipment each day.
2. Work with the Kindergarten team to deliver high quality and fun early learning and childcare in an outdoor setting.
3. Help us to promote a happy, caring and welcoming atmosphere.
4. To take on increasing responsibility for a small group of children as time goes on, ensuring they have access to and participate in a range of outdoor learning and play opportunities.
5. Assist with the recording and reporting of children's learning, care and development.
6. To be aware of and follow all Treehoppers policies and procedures.
7. Support snack/meal times within the setting.
8. Support children with hygiene & personal care.
9. Actively participate at team meetings & supervision meetings. We are a small team and value everyone's ideas, thoughts, creativity and suggestions to make our setting the best it can be.
10. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.

Safeguarding requirement: Treehoppers is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria

1. Happy to be outside in all weathers and don't mind getting muddy!
2. Enjoy working with young children and have some experience (this can be voluntary)
3. Happy to sing songs, play games and be really enthusiastic about mud soup, mud tea, worms, sticks

and leaves

4. Some knowledge & understanding of child development from two to five years and the Early Years Foundation Stage (EYFS)
5. Understanding of the Forest School ethos.
6. Good communication skills.
7. Good team player.
8. Able to organise own transport to and from Treehoppers.

This post is exempt from the Rehabilitation of Offenders Act (1974) and we will need to complete an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.