

Job Description: Kindergarten Assistant

- To support the Kindergarten Leader with her work and to help maintain the Kindergarten environment
- To work within the principles of Steiner Waldorf Education
- To help maintain the rhythm of the kindergarten
- To help with the daily preparation of the room, materials and activities
- To engage with the children in artistic, craft and domestic activities
- To support listening skills in story time and to be actively engaged in supporting the flow of ring-time
- To attend to the needs of the children, be alert and aware of situations that need attention and to respond appropriately
- To assist children with personal hygiene and to take care of children needing comfort and first aid
- To supervise the children in the garden or on walks
- To clean, mend and make equipment and help maintain the areas used by the Kindergarten
- To help prepare for, attend and tidy-up after festivals
- To show an interest in developing skills needed for the pedagogical work i.e. singing, finger-games, storytelling, puppetry etc
- If not qualified, to attend training courses and to have regular meetings with the Kindergarten leader about the courses required
- To meet with the Kindergarten Teacher for regular reviews and planning
- To attend Kindergarten meetings, parents evenings, and parent consultations
- To have the ability to take observational notes
- To respect confidentiality
- To uphold Kindergarten policies, curriculum and guidelines
- To perform all other duties as the leaders and management may from time to time reasonably require

Person specification

- Qualifications: NVQ level 3 or equivalent, Steiner early years trained or prepared to undertake a Steiner-Waldorf early years training.
- Reliability, warmth, patience, understanding, empathy, tolerance and a willingness to learn are a must for this position
- Ability to take appropriate initiative and to work with limited resources
- Ability to co-operate and work as part of a team
- A strong interest in child development
- A willingness to strive to be a role model worthy of imitation by the children in your care.

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff, regular volunteers and trustees are subject to an up-to-date Disclosure and Barring Service (DBS) check prior to taking up their post or role