

## **JOB SHEET | Full-time / Relief Preschool Assistant**

**Under the supervision of the Preschool Director and the Administration Department, the preschool assistant offers technical assistance (good conditions of the facilities) and educational assistance (children's hygiene and basic needs, such as meals) to the teacher(s).**

### **Role and Activities:**

The preschool assistant will be in charge of helping the teacher(s) with:

- The general psychological and physical well-being of the children;
- Supporting the child in his learning process as well as in the development of his autonomy, on a daily basis;
- Supervising and accompanying the children during recess, meals, activities, nap time, at the buses' arrival and departure from school.

### **Tasks:**

- Welcoming the children in their classroom, at the start of the day;
- Helping the children with dressing, undressing and changing (with a follow-up on autonomy development);
- Promoting basic body hygiene, such as going to the toilets, washing the hands (provide help if necessary);
- Ensuring that safety rules are respected (in the stairs, corridors, playground...);
- Supervising the children's safety outside of the school grounds during schooling time (i.e. outings);
- Preparing the necessary pedagogical equipment and resources for children's activities, based on the teacher(s)' instructions;
- Participating in and/or animating activities, under the supervision of the teacher(s);
- Organising/filing the children's work adequately;
- Preparing snack and meal time, helping the children during meals;
- Tidying up and storing the school's equipment throughout the day, as well as at the end of the day (tables included);
- Ensuring that the facilities and equipment are clean at any time throughout the day;
- Participating in meetings and trainings according to the calendar provided by the School Director;
- Performing any other task entrusted by a line manager.

### **Qualities:**

- Be disciplined and organised;
- Capable of listening;
- Capable of being respected, while keeping a positive connection with the children;
- Be observant.

### **General Behaviour of the Preschool Assistant:**

- A positive attitude with the children, and within the school community;
- Close collaboration with the teachers, teamwork;
- Able to multi-task and adapt easily;
- A good common sense;
- Be vigilant in regards to potential accidents;
- Able to take initiatives in class;
- Dynamic and reactive;
- Diligent.

### **Working Schedule:**

- Full time:
  - From Monday to Thursday: from 8am to 4pm;
  - On Friday: from 8am to 1pm - Except every Friday preceding a school holiday: from 8am to 3pm, in order to disinfect the toys and equipment;
- As a relief assistant, you will be called upon whenever needed, to replace a full-time assistant who may be sick or not able to perform her role, for any reason. Whenever possible, you will be given notice, but it may happen that you are called in the morning for work that same day. No minimum monthly salary provided. Paid hourly.
- Must start work one week before back-to-school day.