



Job Description

Post Title: Support Assistant – Early Years

Salary: Scale 2

Contract type: Fixed Term (Two Terms), Term Time Only, 32.5 Hours per week

Start Date: 01/09/2026

Reporting to: Early Years Leader

Overall responsibility

To work under the direct instruction of the Classroom Teacher or Key Worker to support pupils, prepare resources and support classroom organisation.

Key Skills

- Working as part of a team in the delivery of personal care programmes for pupils
- Working as part of a team to provide practical assistance in relation to pupil needs
- Creating and maintaining a clean and orderly learning and teaching environment
- Preparing and maintaining routine equipment/resources/materials as requested
- Undertaking basic record keeping for management of resources, as directed
- Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money
- Monitoring, arranging and maintaining orderly and secure storage of supplies and equipment
- Communication with parents/carers regarding pupil needs and wellbeing

Professional Qualifications

- Full and Relevant Early Years Level 2 Qualification (or above)
- Paediatric First Aid Training Certificate, or willingness to undertake
- Basic literacy and numeracy skills gained from general education necessary to undertake a range of routine duties e.g. photocopying, basic record keeping.
- Knowledge of procedures to provide personal care and support to children and young people

Knowledge & Understanding

- Following school procedures, in particular those relating to health and safety and child protection
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

This role falls within the category of regulated activity; therefore, you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.