



Hiring a Daycare / Pre-school Assistant

Job description for Assistant Main duties:

Job purpose

- To assist the supervisor in the day to day running of the pre-school.
- Provide complete care for the children in the Daycare and perform all tasks that correlate to the care of the children.
- To create a safe, nurturing and stimulating environment in which the children can thrive and develop.
- To provide a stimulating and varied program of play and learning opportunities.
- To ensure the safety and well-being of the children.
- To undertake a key worker role with specific children.

Main Job Tasks and Responsibilities

- To assist in the setting up and clearing away of all activities and equipment.
- Preparing bottles for babies and care for feeding equipment.
- Changing diapers for babies
- Supervising children's meals
- Cleaning and washing up after children's meals
- To ensure high standards of hygiene and safety are maintained at all times.
- To ensure that any information received concerning the children is kept confidential at all times.
- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities.
- To be responsible for keeping the individual record file for each of the children in the key worker group.
- To be involved in curriculum planning, policy writing and record keeping as requested and led by the supervisor.
- To attend staff meetings as requested.
- To attend training as requested.
- To support the work and beliefs of the pre-school by helping to create an environment that promotes open and equal opportunities for children and adults.
- To work as part of a team and support colleagues.
- To encourage the participation and involvement of all parents of children attending the pre-school.
- To be flexible with the working practices of the pre-school.
- To be prepared to help when other areas of the pre-school may be short staffed, or with domestic duties or other duties as specified by the pre-school manager.

Essential criteria:

- Ability to plan and implement a pre-school curriculum.
- Ability to work with parents and to encourage their involvement.
- Ability to write clear reports.
- Health clearance for the role.

Key Competencies

- High energy level and Self-motivation
- Verbal and written communication skills
- To be bilingual (French & English) is a good asset but it is not mandatory.
- Attention to detail
- High work standards
- Problem solving
- Decision making
- Organizing and planning
- Stress tolerance
- Flexibility
- Adaptability
- Initiative

Additional information:

Hourly rate: \$15

Location: Vaughan, ON, L6A 3X2

Shift: 8 hours (paid) + 1 hour for the lunch (unpaid), from Monday to Friday.

