

List of regular tasks

Buy resources
Carry out an observation
Clean an object or an area
Clean-up after lunch or snack
Collect food from the kitchen, or prepare it
Collect things to bring in to gan
Comfort children
Deliver a circle time
Empty the bins and/or take out the rubbish
Feedback to parents
Find list toys or equipment
Make a list of things to be fixed in the unit
Organise and implement snack
Organise drawers and storage units
Plan an activity
Play with the children
Prepare a display
Prepare bottles
Prepare for parent meetings
Put away the beds
Re-organise an area
Re-zone
Repair things (such as books, or doll beds)
Return food or snack items to the kitchen
Set out the beds
Set up and lead an activity
Set up the garden
Stock take
Support a child to settle
Support children's toileting
Support circle time
Take children in/out of the garden or another space in the building
Tidy a room or space
Track children's development on summative assessment sheets
Undertake a home visit
Update how to care for me sheets
Wash up
Welcome parents
Write on the white board