

Job Description and Person

The purpose of the Job Description and Person Specification is to provide information about the role and + the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

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| Job title: | Play & Learning Worker |
| Directorate: | Sebright Children's Centre |
| Reporting to: | Play & Learning Co-ordinator |
| Grade: | Scale 4 £23,628 - £24,927 (18 hours per week, Term Time only, pro-rata) |

Job description

- Purpose of the post:**
- To implement and work within the requirements of the Statutory Framework for the Early Years Foundation Stage.
 - To provide high quality, fully integrated care and education for children throughout the Centre in partnership with their parents.
 - To plan, prepare and deliver activities for the diverse needs of the children and families accessing crèche facilities, two-year-old provision and Drop In's.

Key responsibilities

- Provide a caring and stimulating environment, ensuring to meet the overall safety and wellbeing of the children.
- Ensure that play rooms are prepared and set out in readiness each day, and maintain a high standard of hygiene on the premises.
- To plan, prepare and deliver activities for the diverse needs of the children and families accessing crèche facilities, two-year-old provision and Drop-in services.
- Promote good manners and polite conversation.
- To foster the physical, social, emotional and intellectual development of all children attending the centre, including those with special educational needs.
- To monitor, assess, record and produce written reports as a member of staff taking responsibility for key children's learning and development.
- Provide appropriate and sensitive physical care in areas such as washing, toileting, feeding and dressing.
- Promote the inclusion and acceptance of all users of the Children's Centre.
- Cover any staff shortages by working in the nursery rooms or crèche when needed.
- To work flexibly as may be required by the needs of the service i.e. working in

the crèche or supporting group work.

- Keep strictly confidential any personal information regarding the children, their families and others.
- Support the Play & Learning Team with room and centre displays.
- Ensure that all safeguarding and Centre policies and procedures are adhered to at all times
- Undertake any relevant training where necessary.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General

requirements:

- To work as part of the multi-disciplinary team within the centre, liaising on a regular basis with other professionals working with children attending the Centre.
 - To attend staff meetings and supervisions as required.
 - To keep up to date with current thinking by attending courses, reading documents etc. as required in fulfilling this role.
 - To abide by centre health and safety policies.
 - To promote the centre Equal Opportunities Policies.
 - To undertake other duties as delegated by the Children's Centre Manager and Play & Learning Co-ordinator
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| Job | Play & Learning Worker |
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Person Specification

| | Essential | Desirable |
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| Qualifications | | |
| 1. NVQ Childcare Learning & Development Level 3 – NNEB Or BTEC Childcare and Education or equivalent | ✓ | |
| 2. First Aid Qualification | | ✓ |
| Experience | | |
| 3. Two years' experience of working in a childcare setting | ✓ | |
| Knowledge | | |
| 4. Understanding of relevant policies/codes of practice and awareness of relevant legislation. | ✓ | |
| 5. Commitment to and understanding of Equal Opportunities. | ✓ | |
| 6. An understanding of the importance of play and the importance of parental involvement | ✓ | |
| Skills | | |
| 7. Good numeracy / literacy skills and communication skills. | ✓ | |
| 8. Ability to self-evaluate learning needs and actively seek learning opportunities. | ✓ | |
| 9. The ability to relate easily to children, staff, parents and other agencies | ✓ | |
| 10. Work constructively as part of a team, understanding roles and responsibilities and own position within these. | ✓ | |
| 11. The ability to work flexibly | | |
| 12. Display commitment to the protection and safeguarding of children and young people. | ✓ | |
| Commitment | | |
| 13. A commitment to and an understanding of equal opportunities and the ability to implement Hackneys Valuing Diversity Policy in this area of work. | ✓ | |