

JOB DESCRIPTION

JOB TITLE: Playroom Worker

TERMS AND CONDITIONS: 12 hours per week @ £9.00 per hour
(occasional extra sessional work will be available).

PRINCIPLE RESPONSIBILITIES:

1. To work alongside the Playroom Coordinators to maintain the standards of the EYFS and to promote high quality care and learning.
2. To build and develop good relationships with parents and children and to Keywork a small number of children, including observation, record keeping and maintaining Profiles.
3. To supervise two Creche sessions a week - managing the Play environment, activities and a staff team of volunteers to our policies.
4. To input to Planning and Volunteer Group meetings on a regular basis.
5. To manage the inventory, a small equipment budget and the maintenance of equipment.
6. To take main responsibility for the display of children's work, photos etc. on a rolling basis.
7. To keep information for parents and the Parents' notice Board in good order and to ensure all essential, relevant and up to date information is displayed.
8. To maintain a supply of Playroom leaflets, registration cards for parents and a supply of Volunteer Information Packs.
9. To manage three or four trips to our Childrens' Allotment per year, to include planning and preparation work with parents and children.
10. A variety of relevant tasks, as and when they arise.

PERSON SPECIFICATION

ESSENTIAL SKILLS/EXPERIENCE:

1. Qualified to Level 3 or above in Childcare.
2. Minimum of one year's experience at Supervisory Level and of Keyworking children.
3. A thorough working knowledge of the Early Years Foundation Stage.
4. Ability to manage a small budget and associated administration tasks.
5. Excellent communication skills to include record keeping.
6. Good word processing skills.
7. Experience of working with volunteers.
8. Evidence of the ability to take initiative and to be adaptable.
9. A commitment to equal opportunities.

DESIRED SKILLS/EXPERIENCE :

1. Experience of managing a team of volunteers.
2. Current clean driving licence.