JOB DESCRIPTION

JOB TITLE:          FLEXIBLE SETTING ASSISTANT

BASED:             MARAZION CHILDCARE CENTRE

RESPONSIBLE TO:    SENIOR SETTING WORKER

RESPONSIBLE FOR:   NONE

JOB PURPOSE: To provide care and inclusive play and learning opportunities for all children attending the setting and to maintain a safe, stimulating and enjoyable environment.

SAFEGUARDING REQUIREMENT:

The Pre-school Learning Alliance is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To meet children's social, emotional, physical and intellectual needs by providing stimulating and age-appropriate play and learning and development opportunities in the setting.

2. To be fully aware of the Charity's operational policies and procedures and ensure policies are followed, implemented, monitored, reviewed and developed by all staff this includes ensuring that all accidents and incidents are recorded as outlined in the policies and procedures.

3. To supervise the children where appropriate and to protect them from dangerous or harmful situations, as directed by senior staff.

4. To contribute to a high level of care that will enhance the children's general health and well-being and to ensure that all toys and equipment are suitable, clean and safe at all times.

5. To assist the senior in providing a variety of outdoor activities to cover all areas of the children's development as well as supervising outdoor play in all weathers.

6. To inform parents/carers how their child's session progressed, always starting the discussion with a positive comment.

7. To be aware of any special needs a child may have and to familiarise oneself with relevant play and learning plans.

8. To act as key person to a small group of children under the supervision of
the senior if appropriate.

9. To arrange and attend parents'/carers' meetings to allow two-way discussion on child's progress on a regular basis.

10. To carry out observations (where appropriate) of children in order to establish that the children's development, general health and well-being is being enhanced and discuss the progress of children with the relevant key person and contribute any ideas to informal & formal planning sessions.

11. To assist in the preparation of snacks, set up and clear away meal times and supervision of children during meal times.

12. To offer support and guidance to volunteers, students on placements and work experience in the room.

13. To cover other rooms at short notice and be prepared to move rooms on a permanent basis when required.

14. To contribute to and attend his/her supervisions and staff appraisal.

15. To attend and contribute at regular staff/team meetings.

16. To share any child protection and safeguarding concerns immediately with the Senior Setting Worker or Deputy or Setting Manager.

17. To attend any conferences, training events or meetings as identified by the Senior Setting Worker, Deputy or Setting Manager.

18. To ensure adherence to setting's code of practice on confidentiality.

19. To keep up to date with current good practice.

20. To perform any other duties as deemed necessary by the Senior Setting Worker, Deputy or Setting Manager.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

PERSON SPECIFICATION

Essential Criteria:

1. It is a statutory requirement that: "staff have a sufficient understanding and use of English to ensure the well-being of children in their care." Section 3.25, EYFS (2012).

2. A commitment to continuing professional development.

3. Experience of dealing with young children.

4. A commitment to commence a NVQ 2 in childcare or the Certificate of Pre-school practice within the first year of employment.

5. Good oral communication skills i.e. the ability to establish rapport and credibility with mothers, fathers and other carers.
6. Ability to build good partnership working relationships with colleagues.
7. Commitment to equal opportunities.
8. Commitment to the learning and development of young children and families
10. Good customer awareness.
11. Ability to work as a part of a team and on own initiative.
12. A commitment to the Pre-school Learning Alliance's Direct Services Provision programme.

Desirable:
1. Experience of having worked with young children.
2. NVQ 2 in childcare or the Certificate of Pre-school practice

TERMS & CONDITIONS:

Salary: £7.83 per hour

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

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<tr>
<th>Date effective</th>
<th>Employer minimum contribution</th>
<th>Employee minimum contribution</th>
<th>Total minimum contribution</th>
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<td>Currently until 5 April 2018</td>
<td>1%</td>
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<td>2%</td>
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<tr>
<td>6 April 2018 to 5 April 2019</td>
<td>2%</td>
<td>3%</td>
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<tr>
<td>6 April 2019 onwards</td>
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<td>5%</td>
<td>8%</td>
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