



Sparrow Trading Company Limited Job Description

Job Title: **Early Years Assistant (Bank Staff)**
Reporting to: **Nursery Manager**

Purpose Statement

To work with colleagues to ensure that the best possible environment, care and education are provided for young children in an emotionally secure, warm, stimulating and safe environment, appropriate to the needs of individual children, across multiple sites as and when required.

Reporting Structure

Reports to the Nursery Manager

Peers: Other setting staff including Early Years Practitioners, Apprentices, Volunteers & Students

Nature and Scope

Sparrows Trading Company Limited (Sparrows Childcare) is a subsidiary of The Diocese of Chelmsford. The diocese works throughout East London and Essex, serving a population of 2.9m people. Sparrows currently have five existing Church of England nurseries and have identified a number of potential future childcare settings to work within. Each nursery has its own characteristics and works in partnership with the local church in the parish in which it is based.

Sparrows Church of England Nurseries aim to serve the local community by providing care and education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experience we offer children and their families.

Principal Accountabilities

1. To provide a warm and caring environment for young children and to be as consistent as possible regarding that environment.
2. To work within and support the Sparrows Childcare's vision, ethos, mission and values.
3. To undertake duties as directed by the manager, deputy manager or room leader as appropriate
4. To create an exciting and stimulating environment for young children to develop their skills.
5. To support the implementation of the Early Years foundation stage.
6. To implement and promote Sparrows Childcare policies and procedures.
7. To have an understanding of children's development, their needs and the provision of positive play.
8. To ensure safety at all times.
9. To take an interest in the children and treat them as individuals and with respect at all times.
10. To provide support to any children with additional needs and to liaise with senior members of staff to promote their welfare and development.
11. To model appropriate behaviour and promote positive behaviour in the children in your care
12. To carry out housekeeping duties as appropriate.

13. To promote equal opportunities in the everyday life of the nursery.
14. To follow the health and safety policy
15. To follow the safe guarding policy and child protection procedures.
16. To ensure that all information relating to Sparrows Childcare, its operation, children, staff and parents is kept confidential.
17. To go about your duties with a positive and enthusiastic attitude, to be organised, hardworking, reliable and punctual.
18. To cover any staff responsibilities as appropriate at the request of the manager, particularly taking into account that unforeseen situations can occur when looking after children, and that the child's care and welfare is paramount at all time.

Key Relationships

Other setting staff including Manager, Deputy Manager, Early Years Practitioners, Admin staff, Apprentices, Volunteers and Students

Parents/carers

Person Specification

Essential:

- Qualifications in childcare equivalent to NVQ Level 2 or Experience of working with pre-school/nursery aged children and a willingness to undertake further training and gain relevant qualifications if appropriate.
- A basic understanding of children's development, their need and the provision of positive play.
- A commitment to equal opportunities.
- An understanding of health and safety issues relating to the provision of play.
- An ability to carry out light physical duties to include lifting babies and children, some equipment, housekeeping tasks and setting up a learning environment.
- An ability to work on own initiative.
- Ability to communicate effectively with children, staff and parents.
- To possess a reasonable standard of literacy and the ability to write reports as appropriate.
- A commitment to follow the nurseries policies and abide by the staff rules and dress code.
- Ability and willingness to travel to different nursery sites within a reasonable travelling distance.
- A willingness to support of the Christian nature, values and ethos of Sparrows and to work with us to deliver our mission

Desirable:

- Qualification in childcare equivalent to NVQ level 3
- GCSE Maths and English at level C or above (or equivalent)
- Up to date Paediatric First Aid Certificate
- Up to date training in Safeguarding and Child Protection
- Up to date Basic Food Hygiene Training
- Full driving licence and access to a car.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974, applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Outline of terms and conditions

- Responsible to: Nursery Manager
- Salary: hourly rate, subject to experience and qualifications
- Employment is on a casual basis. Work may range from a few hours, a day, or a week at a time. Sometimes at very short notice, and hours of work are not guaranteed.
- Pension: Enrolment in the Church Workers' defined contribution scheme (a contributory scheme with a 4% contribution by the Board and 4% by the employee)
- The location and your hours and days of work will be by mutual consent, and will be confirmed on each occasion you are offered and accept a period of work.
- Accordingly you may not have continuity of employment between engagements.
- Sparrows reserve the right not to provide you with work and you are under no obligation to accept work.
- Working for Sparrows Childcare is not exclusive and you are free to work for other organisations, but you must ensure that you do not exceed the statutory maximum of an average 48hrs per week over a 17 week period. (Working Time Directive)
- Annual leave: In line with the working time Regulations you are entitled to accrue holiday pay for each hour worked. Holiday pay is based on the statutory 24 days per annum. You will not accrue or be paid holiday pay if you do not attend work for any reason, including sickness during the agreed work period.
- For each period of work you should complete a time sheet which must be signed by the Manager or Deputy Manager of the Nursery. Payment is made in arrears on the third last working day of each month by BACS. It is your responsibility to ensure that your timesheet is received by payroll in time for the payment to be made.
- Probationary period: 6 months
- Notice period: 1 month
- Expenses: Working expenses are paid
- Uniform: Polo shirt and fleece provided
- Contract: The contract of employment will be with the Sparrows Trading Company Limited
- Right to work: The post-holder must have the right to reside and work in the UK