



## Ladybird Playgroup & Pre-school (CIO 1162435) – Job Description

School Lane, Thriplow, Royston, Herts, SG8 7RH

Tel: 01763 208055 Email: officeladybirdplaygroup@gmail.com Web: www.ladybird-playgroup.co.uk

| <b>Playgroup Assistant Job Description</b>   |   |
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| <b>Reports to</b>  | Playgroup Leader  |
| <b>Location</b>  | Ladybird Playgroup, School Lane, Thriplow, SG8 7RH                                      |
| <b>Pay</b>   | £11.42 upwards depending on experience  |
| <b>Hours</b>   | Monday and Wednesday 8.50am-3.15pm and Friday 8.30am-1.15pm, term time only (17.75 hrs) |
| <b>SAFEGUARDING REQUIREMENT</b><br><p>Ladybird Playgroup is committed to safeguard and promote 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. The successful applicant will be required to undergo a DBS check, disclose any criminal convictions and references will be sought.</p>   |   |
| <b>Job purpose:</b><br><p>The Playgroup Assistant is employed by the Playgroup Trustees and will support the Playgroup Leader, Deputy Playgroup Leader, other team members and Trustees to provide a stimulating and varied programme of play and ensure the safety and well-being of the children. The Playgroup Assistant is responsible to the Playgroup Leader, Deputy Playgroup Leader and the Playgroup Trustees.</p>  |   |
| <b>Job Specification</b>   |   |
| <b>DAY TO DAY</b> <ul style="list-style-type: none"><li>• Welcome each child on arrival and help them to settle</li><li>• Help with providing and supervising activities and play with the children both indoors and outdoors</li><li>• Be constantly aware of the needs of the children and encourage positive behaviour • Listen to, encourage, enable and stimulate the children</li><li>• On occasion take the register in the morning and talk about what we are going to do for the day and lead the phonics session.</li><li>• Promote parental involvement and keep parents informed of their child's progress • Supervise toileting and hand washing procedures whilst teaching the importance of hygiene and self-care</li><li>• Prepare the snack upon request utilising good hygiene practices</li><li>• Prepare the children to be appropriately dressed for outdoor play in all weather conditions and wear suitable protective clothing when undertaking messy tasks</li><li>• To carry out observations and keep key children's on-line journals are up to date • Ensure the children are handed over safely to their parent/career with the appropriate paperwork and belongings at the end of the session</li><li>• Clear activities away and that the room is left tidy</li><li>• Clean up tables and floors after snacks and wash up after snacks and Breakfast Club. • To work with the team to ensure checks for damaged equipment and report and monitor stock requirements</li></ul> |   |

## **RESPONSIBILITIES AND DUTIES**

- To arrange and attend parents'/carers' meetings to allow two-way discussion of their children's progress.
- As a paid employee cannot serve on the committee or vote at committee meetings but they are welcome and encouraged to attend
- Must be DBS checked with Ladybird Playgroup



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- Should attend regular staff meetings and help with planning
- Will be completely confidential regarding any information learned
- Will report any concerns regarding a child or staff member to the Playgroup Leader or Chairperson
- Will take part in group outings and visits outside the Playgroup
- Will be committed to promoting good equality and inclusion and value diversity • Is expected to read, digest, adhere and sign the Policies of the Playgroup • To support the Playgroup Manager in ensuring all staff adhere to the Charity's operational policies and procedures.
- To be aware of children's additional or special educational needs and ensure staff support these children effectively.
- To contribute to and attend his/her supervisions and staff appraisal and demonstrate a willingness to undertake training where appropriate.
- To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.
- Help to plan activities. Arranging learning experiences for the different areas of learning. Possibly buying snacks for the week (to be reimbursed.)
- Attain all training to an appropriate level as required and acquire certificates in First Aid, FGM, Prevent, Child Protection Safeguarding and Manual Handling.
- To support the Trustees in their fundraising efforts
- To perform any other duties as deemed necessary by the Playgroup Leader.

## **PERSON SPECIFICATION**

- To preferably a level 2 or level 3 qualification in early years education and childcare qualification (e.g. Pre-school Learning Alliance Diploma in Pre-school Practice, NVQ 3, or equivalent). However applicants who are prepared to undertake training towards a Level 3 qualification will be considered.
- Ideally two years recent post-qualification experience working in a similar service. ▪ Ideally hold current certificates in First Aid and Child Protection
- 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.”
- A sound understanding of child development and children’s needs with an ability to plan and implement the curriculum in accordance with the Early Years Foundation Stage, taking into account the Special Educational Needs Code of Practice, safeguarding procedures and equality & diversity considerations.
- The ability to establish rapport and credibility with staff, external agencies, mothers, fathers and other carers.
- The ability to produce clear, concise and accurate reports and correspondence, e.g. for accident reports and child protection/safeguarding reporting, etc.
- Ability to use Microsoft Office packages effectively and to produce reports and correspondence in a professional and accurate format.
- Ability to use Tapestry or an equivalent online journal to produce reports. ▪ Experience of curriculum planning for a childcare and early education setting.
- Ability to be pro-active, reflective and self-motivated.
- Ability to remain calm under pressure and able to multi-task.
- An ability to engage with mothers, fathers and other carers in respect of their own needs for advice, education and personal development.
- Able to recognise the signs and signals of child abuse and have knowledge of what to do to protect children and safeguard their welfare.
- To be aware of the harmful impact on children, parents/carers and staff of discriminatory experiences.
- Demonstrable and detailed knowledge of current legislation relevant to the Early Years.