

Caia Park Partnership Ltd

JOB DESCRIPTION

POST TITLE:	Flying Start Assistant (Relief)
RESPONSIBLE TO:	Childcare Manager
HOURS OF WORK:	Zero Hours
SALARY/ RATE OF PAY:	£10.42
LOCATION:	Gwenfro Porta cabin, Ysgol Gwenfro, Queensway, Wrexham and any other premises at which the Partnership provides services
MAIN PURPOSE OF POST:	To work as a member of the Flying Start team to create an environment which encourages the children's' all round development and where high standards of care are provided.

MAIN AREAS OF RESPONSIBILITY:

Adhere to the policies and procedures of Caia Park Partnership ensuring compliance with the Children Act, Health & Safety Legislation and within the guidelines laid down by CSSIW and the National Standards

Attend regular Flying Start training

Ensure confidentiality is maintained in the settings

Keep development records and observations of children

Keep accident, incident and risk assessment records

Take part in the day-to-day organisation and planning of activities

Provide and prepare safe, creative, appropriate play opportunities and activities, both indoor and outdoor

Positively manage children's behaviour

Keep the settings clean, toys sterilised, setting out activities, emptying bins and washing pots at the start and finish of each day, hovering and mopping

Serving and supervising healthy snacks and meals as required

Promoting and maintaining positive relationships with parents

Accompanying children on trips and excursions

Positively promoting the Settings and Caia Park Partnership

Maintaining the outdoor area

OTHER DUTIES (COMMON TO ALL POSTS):

To ensure that equality is integral to the Partnership's work and to ensure that the needs of all marginalised groups are fully recognised in all aspects of its work

To take all necessary steps to be familiar with the Partnership's Health and Safety Procedures, taking due regard for the health and safety of yourself, colleagues and visitors to the Partnership

To work within the policies and procedures of the Partnership

To work with other Partnership team members, to attend staff meetings, supervision, trustee meetings and other activities as appropriate

To produce a work plan, provide progress reports, and to undertake monitoring as required

To undertake training as appropriate

To maintain confidentiality at all times

To undertake other duties as required that are in line with the main duties and responsibilities of the post

Person Specification for Flying Start Assistant

	How Measured
Qualification/Knowledge/experience	
An understanding of basic first aid and a willingness to obtain a basic first aid qualification	A, I
An understanding of basic food hygiene and a willingness to obtain a basic food hygiene qualification	A, I
Experience of working with children under the age of 5	A, I
NVQ level 3 in Children's care, learning & development or equivalent	A, I, C
Skills	
The ability to provide a safe environment for play	A, I
The ability to plan and deliver creative, play opportunities and activities	A, I
The ability to work as part of a team	A, I
The ability to meet children's individual needs	A, I
The ability to use judgement and common sense	A, I
The ability to work on own initiative	A, I
The ability to build and foster professional relationships with parents and carers	A, I
Personal Qualities	
Willingness to undertake training as necessary	A, I
A commitment to applying equal opportunity practices and procedures	A, I

Must be able to satisfy statutory checks for working with children
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A, I, C

How Measured: C = Certificate, A = Application form, I = Interview