**LOWER OLDPARK COMMUNITY ASSOCIATION**

**JOB DESCRIPTION**

**PLAYGROUP ASSISTANT**

**Responsible to:**

The Committee, to whom the Playgroup Assistant is ultimately responsible, will lay down the overall policy of the Playgroup, but on a daily basis the Playgroup Assistant will be responsible to the Playgroup Leader.

**Role:**

Within the terms of the policy, the Assistant ensures that there is a safe caring and welcoming environment for the children and their families.

**Duties:**

1. Implement the standards and policies required by the regulating agency. This should ensure that the activities offered throughout the sessions allow the children to experience creative, imaginative, manipulative, educational, social and physical play, and that they are given the opportunity to play with natural materials, ensuring at all times the overall safety and well-being of the children.

2. Ensure that the play area is fully set out before the session commences and is tidied up after the session ends.

3. All information regarding children is confidential and the Assistant should ensure that it remains so.

4. Assess each individual child’s needs within the group and plan to meet those needs. The Assistant will listen to, encourage, enable and stimulate all the children as appropriate.

5. Attend relevant meetings and training courses.

6. The Assistant should bring to the attention of the Playgroup Leader

 any matter of concern regarding the children, parents or staff.

7. Adhere to the Centre’s Policy and Procedures document, with particular emphasis on childcare related policies.

8. Undertake other appropriate tasks as requested by the Playgroup Leader.

**Other General duties include the following:**

• Maintaining good standards of hygiene.

• Ensuring equipment is properly maintained and safe to use

• Take part in special events, outings and visits.

• Provide a caring stimulating environment for children.

• Attend to any other duties relevant to the post.

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**PERSONAL SPECIFICATION**

**PLAYGROUP ASSISTANT**

***Essential Criteria***

* Childcare Qualification NVQ Level III.
* At least two recent years working with 2yrs 10mths – 5 years.
* Knowledge of NI pre-school Curriculum and Observation writing.
* Knowledge of minimum standards.

***Desirable Criteria***

* Pediatric First Aid.
* Food Hygiene Safeguarding.
* Arts and crafts.
* Music and storytelling skills.
* Experience of working with children with special needs.
* Sensitive to the needs of children.
* Understanding of non-gender specific play.
* Understanding of parental needs and issues.
* Child development.
* Child-led play – confidence in supporting this.
* Ability to work as part of a team.
* Positive outlook.

**TERMS AND CONDITIONS**

The post is funded until March 2019, anything beyond this date is subject to future funding.

There is an initial three-month probation period, during or at the end of which the employment may be terminated if work performance is deemed to be unsatisfactory.

**N.B**. This position is subject to Access NI checks and Social Services Clearance.

**SALARY**

Hourly rate of £7.83.

**HOURS**

20 Hours per week – Morning or Afternoon Sessions to be determined.

**HOLIDAYS**

25 days plus bank and public holidays (pro rata basis).