

JOB DESCRIPTION

Job Title:	Pre-School Lunchtime Support Practitioner/Educator
Salary:	Per hour: £11.44 - £12.33 Salary: £4,461.60 – 4,808.70 (£11.44 x10 hours per week x39 weeks = £4,461.60) (£12.33 x10 hours per week x39 weeks = £4,808.70)
Hours of work:	10 hours per week, Monday to Friday, term time only, 11:15-13:15
Place of work:	YMCA Sovereign Centre, Slipshatch Road, Reigate, Surrey, RH2 8HA
Responsible to:	Sovereign Pre-School Manager
Responsible for:	N/A
Job Purpose:	The Pre-School lunchtime support practitioner/educator will help facilitate lunchtimes including setting and clearing up, assisting the children while they eat and providing cover for other practitioners while they take lunch breaks.
Background to role:	YMCA East Surrey Childcare & Children’s Activities offer a wide range of services to support family life for parents and carers of children and young people aged 0-18 years. We work in partnership with a number of local schools in East Surrey, offering wrap around childcare and sports and recreational activities to the local community. We also have two YMCA Pre-Schools, offering early education for children from two years of age, along with a Creche for those wanting to access our fitness classes and/or gym, and a full programme of sports and recreation for all.
Main Responsibilities:	<ul style="list-style-type: none"> ▶ To support with the set up and supervision of lunchtimes within the preschool setting. ▶ To exercise an awareness of food hygiene and food safety protocols. ▶ To provide and supervise activities to children when they have finished eating, in line with the preschools planning and curriculum. ▶ To provide the highest standards of customer service to children, parents and other stakeholders ▶ To work in cooperation with other team members, including external agencies, to provide a caring supportive environment in which children can thrive ▶ To liaise with other team members regarding key lunchtime events. ▶ To report any safeguarding concerns to the Pre-School manager and support them with safeguarding for the setting ▶ Comply with the organisation’s childcare policies and procedures ▶ Take part in training and development for own knowledge and understanding ▶ Maintain excellent working relationships with parents, staff and other agencies. Acting as a good role model to children and other staff members ▶ To attend staff meetings if required ▶ Follow YMCAES safeguarding, child protection and safer working practice policies at all times, taking any concerns regarding health or/and wellbeing to your line manager or senior management ▶ To ensure that any information regarding a child, their family or another member of staff is kept completely confidential ▶ Act in the interests of your own safety & the safety of others at all times

- ▶ Undertake any other duties and responsibilities reasonably requested by the management of the organisation
- ▶ Report to your line manager any potential risks to which YMCAES is or may be exposed

PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training:				Application and certificates
	Knowledge and understanding of Health and Safety in a childcare setting	x		Application
	Knowledge and understanding of safeguarding children	x		Application, interview
	An understanding of the developmental needs of children	x		Application, interview
	Understanding and commitment to equal opportunities	x		Application, interview
	Paediatric First Aid Qualification or be willing to undertake.		x	Application, interview
	Level 2 Food Hygiene certificate or be willing to undertake. This course can be completed on line and usually takes no more than 4 hours		x	Application, interview
Experience				
	The ability to remain effective in a demanding and high pressured environment	x		Application, interview
	Experience of working with children with Additional needs.		x	Application, interview, assessment
Abilities, skills, and attitude				
	An inspirational approach to helping young children to develop through play	x		Application, interview, assessment
	Enthusiasm for the work and the values of YMCAES	x		Application, interview
	Ability and willingness to relate positively to children, parents and staff	x		Application, assessment, and interview
	A creative and flexible approach to work	x		Application, interview
	Ability to work under pressure and to strict deadlines	x		Application, interview
	Ability to work independently and as part of a team	x		

Other requirements				
	Commitment to the YMCA's Aims and Purposes	x		Application, interview
	Be friendly, flexible, professional and approachable	x		Application, interview
	DBS check for working with children and adults at risk	x		DBS Check
	Car driver		x	Application, interview