



HONEYCROFT JOB DESCRIPTION

JOB TITLE	Early Years Playworker
PLACE OF WORK	St. Barnabas Hall, Sackville Road, Hove
HOURS OF WORK	2 x 16-24 hrs or 1 x 35 hrs per week - 1 year maternity
DAYS OF WORK	to be confirmed
RATE OF PAY	£7.70 to £8.50 depending on age and experience. *For workers aged 25 and over, the National Living wage applies
HOLIDAY ENTITLEMENT	4 weeks per year (Pro rata) and Bank Holidays
ACCOUNTABLE TO	Nursery Manager

AIM OF POSITION

To work as part of a team of staff in the delivery of exceptional play and care in the nursery, creating a safe and stimulating environment.

ALL STAFF

1. To be committed to the aims and objectives, vision and values of Honeycroft.
2. To be familiar with and committed to the implementation of Honeycroft's Equal Opportunities and Child Protection policy and all other policies, ensuring all procedures are reinforced and correctly adhered to.
3. To ensure confidentiality and discretion is maintained at all times.
4. To encourage and promote wider family engagement at Honeycroft.
5. To act in a professional manner and always be a positive role model when representing Honeycroft.
6. To support the centre's communication & marketing strategy and fundraising strategy.
7. To contribute to the development of the staff team by taking part in training, and offering ongoing support and or mentoring as appropriate.
8. To attend meetings, training and planning sessions with other team members as reasonably required.



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SPECIFIC TO ROLE

9. To work as part of a team to deliver exceptional childcare in accordance with the Early Years Statutory Guidance and other legislations by;

- a) Working as part of a team of volunteers, workers and students to provide consistent care and emotional support to each child.
- b) Developing own knowledge of a range of specific needs of individual children (e.g. Physical, developmental and emotional) and working towards the participation of each child.
- c) Ensuring the general health, safety and welfare of the children attending each session including their personal care.
- d) Being responsible as a Key worker and carrying out regular observations and agreed methods of tracking and monitoring to support the development of each child attending the setting, ensuring all data is collated and up to date.
- e) Contributing to the planning and delivery of the day and themed activities.
- f) Maintaining the cleanliness and tidiness of equipment and ensuring any areas of responsibility are well maintained and left in an orderly state.
- g) Contributing towards the induction and mentoring of new workers and volunteers supporting their development and training needs.
- h) Keeping all necessary paper work in order and report any concerns relating to children, staff, parents regarding safeguarding and / or complaints to the Nursery Manager.
- i) Liaising with the Nursery Manager on a regular basis to provide updates on pre-agreed targets and objectives

AND FINALLY...

10. To undertake any such training and duties associated with this post for the effective running of the centre.