



JOB DESCRIPTION – July 2024

Project Assistant

Our project assistant helps with supporting all staff in the setting up of groups before the families arrive for the morning as well as safely clearing away afterwards.

They will be required to spend the session supporting our families in their chosen activities, modelling play and guiding them through the session.

This job is dependent on successful completion of a DBS check and appropriate safeguarding training.

Work base

- Park Lane Centre, Woodside
- The Hub, Sutton Hill
Dawley Christian Centre, Dawley
- Any other venue agreed (e.g. during holiday activities)

Accountability

- Project managers
- Executive committee
- Staff Supervisor

Holiday entitlement

In line with government legislation, this will be paid at set points throughout the year as agreed by management (e.g. school holidays).

Hours of work

- Weekdays only
- Term time – standard hours to cover set groups and agreed time for setting up and tidying.
- Currently Wednesday afternoon and Thursday mornings
- School holidays - varied hours to cover activities offered in holiday programmes.
- Additional hours may be required for training and provision of project crèches.

Salary

Minimum wage

Relationships

All staff, families, volunteers, professionals and the local communities



Principal responsibilities

- To offer all users a happy, safe and welcoming environment.
- To ensure all activities are set up and the environment is safe before families arrive.
- Support children in wide ranging and engaging activities.
- Support and facilitate the play process and model this for families. This involves knowing and understanding play work theories and being able to implement them, including knowing when, how and if they should intervene.
- To identify and cater for the needs of individual children where necessary.
- To access training opportunities according to individual professional development requirements.
- To work as a member of a team for the benefit of all.
- To manage challenging behaviour of children using constructive approaches that enable a child to learn more positive and social responses.
- To work in partnership with all project staff and volunteers for the benefit of the families.
- Attend staff meetings as required for the benefit of best practise and provision.
- To attend supervision as required.
- Co-operate with all evaluation and research activities as required by management.
- Keep all appropriate training up to date
- To support crèches when required
- Understand, adhere to and promote all project policies.
- Support and promote project fundraising.
- Any other task agreed by management for the benefit of the project.

Personal specifications

Qualifications

- Qualification in childcare, education, health and social care or other relevant subject preferred but applicants working towards relevant qualifications or with relevant experience will also be considered.

Attributes

- Must be able to relate to pre-school children in a gentle, understanding and nonjudgemental manner.
- Have the ability to encourage participation by parents/carers in their children's activities.
- Have a professional but welcoming, approachable manner with parents/carers.
- Have the ability to work effectively as part of a team.
- Be comfortable with the fact that children who attend our settings come from all walks of life and will all have different abilities and personalities.
- Understand that safety in a play setting does not mean children cannot take risks, as risk is often what makes play fun. It means the play worker has thought about protecting the children from harm, e.g. providing crash mats.
- Must be happy working both indoors and outdoors.

Skills and experience



Essential

- Knowledge of current issues in child development and parenting and willingness to stay updated.
- Ability to create a successful partnership working within a multi-agency environment for the benefit of families.
- Clear understanding and interpretation of EYFS
- Flexibility in job requirements depending on the needs of our members.

Desired

- Computer literacy
- Own transport