# JOB DESCRIPTION

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| **POSITION TITLE:** | Playgroup Bank Staff Worker  |
| **LOCATION:** | St Barnabas Church  |
| **RESPONSIBLE TO:** | Playgroup Manager |
| **SALARY:** | YMCA Cheltenham Band A |
| **HOURS OF WORK:** | Bank Staff Worker |

**JOB PURPOSE**

The Playgroup Bank Staff Worker is based at St Barnabas Church working in the Playgroup Team for Family Space (part of YMCA Cheltenham). They will be in charge of a number of children and will help ensure that the children have an educational and interesting visit each and every day. To be successful in this role, a Playgroup Bank Staff Worker will require a level 3 in the relevant field, or a desire to achieve this. They will be comfortable working in a team and also an ability to manage their own workload with minimum supervision, have effective interpersonal skills and the ability to maintain good working relationships throughout the whole organisation.

## KEY DUTIES & RESPONSIBILITIES

## Child care responsibilities

* To support colleagues in caring for and educating the children, helping to meet their needs. This includes:
* Plan their learning and development during their time in your group.
* To assist staff in evaluating children’s progress following EYFS curriculum.
* To contribute towards planning and assisting staff with this.
* If/when required, taking the lead in circle time.
* Change nappies and help with toileting needs as appropriate.

## Housekeeping

* To assist with setting up/clearing away the rooms daily.
* To assist in setting up gardens and hosting snack.

## Customer Service

* Meet and greet parents, give handovers and offer assistance with the support of staff.
* Ensure they provide the appropriate customer service at all times and to see assistance from senior staff when required.
* Working with the Playgroup Leaders to ensure they contribute to the progression and development of playgroup.
* To support the organisation in pursuing an agenda of continuous improvement and achieving Best Practice in all aspects of service delivery and organisational function.
* To be aware of health and safety standards and to carry out visual or written risk assessments.

## Playgroup Worker Duties and Responsibilities.

* To be part of creating and maintaining policies for the group and then following them.
* To attend on or off-site training to remain up to date with current practices and legally compliant where appropriate.
* To share and evaluate training with other staff where appropriate.
* Work as part of team with other staff and management to ensure effective running of playgroup.
* To be aware of health and safety standards and to carry out visual or written risk assessments.
* To be flexible with hours to assist with non-contracted time and additional hours such as trip

## YMCA

* To support the organisation in pursuing an agenda of continuous improvement and achieving Best Practice in all aspects of service delivery and organisational function.
* To ensure own professional development is appropriate to the role, and that any and all required training is taken and maintained as up to date as possible.
* Support other colleagues and actively contribute to the work of Family Space in relation to the wider strategic objectives of the Charity.
* To attend team meetings and training as requested.
* Support the Christian ethos of the Association in all aspects of the work.

## PROFILE

* Level 3 in a relevant field or a desire to achieve this in order to meet Ofsted requirements.
* Previous experience of working as a Playgroup Worker is desirable.
* Ability to work with tact and diplomacy and react sensitively and with emotional intelligence when dealing with complex, sensitive or confidential scenarios.
* Able to work in a highly confidential way with the ability to apply judgement, common sense, problem solve and find practical solutions to difficult challenges.
* Ability to manage own workload with minimum supervision, to tight deadlines and to work well in a busy environment.
* Adaptable and able to handle people of all capabilities and attitudes.
* Effective interpersonal and influencing skills.
* Ability to maintain good working relationships across a range of staff levels both internally and externally.

## ABOUT THE ORGANISATION

# FAMILY SPACE

Family Space was an independent Christian Charity which has now merged with YMCA Cheltenham. Family Space works with families across a spectrum of activities, providing support and assistance to all those we are in contact with.

Key services include; Mum Groups, Befrienders, Stay and Play, a Playgroup, a Contact Centre and regular holiday activity. Family Space is unique in the way it builds relationships with families allowing them to trust and open up, resulting in real life-changing results in the lives of the families we support. The original goals of Family Space are:

• To bring Good News to our community by being a practical expression of the love of God.

• To work in the deprived area of West Cheltenham and beyond.

• To develop people's appreciation of themselves and their families giving a sense of hope.

• To encourage family relationships, especially between parents, carers, and children.

• To mobilise partner organisations and churches to serve the community.

• To provide spaces where parents and children can feel safe.

Family Space seeks to be:

• Non-judgemental

• Bringers of hope

• Light in a dark place

• Loving to all

## YMCA CHELTENHAM

YMCA Cheltenham, founded in 1855, is a registered charity and has become a leading provider of supported housing for the most vulnerable in Cheltenham and Gloucester, alongside other works sports facilities, affordable housing and other charitable activities.

YMCA Cheltenham is an Organisation founded on Christian values and, as such, employees may encounter behaviours, artefacts or other elements particular to or representative of the Christian faith in their work-place. Employees are not required to adhere to the Christian faith, or any faith, and no such consideration is made by the organisation in employment choices or in delivering its services.

## GENERAL

## This job description provides an indication of the roles and responsibilities for the post of Playgroup Bank Staff Worker. The job description should not be construed as an exhaustive list of the duties that the post holder may be asked to undertake.

The post holder will be expected to carry out any other duties which may be reasonably requested by the Playgroup Manager and the Family Space Manager.

### **YMCA Cheltenham, with Family Space, is wholly committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all our staff and volunteers to share this commitment.**