

**‘SESSIONAL/BANK STAFF’
ROLE DESCRIPTION**

Job Title: Sessional/Bank Staff	Period: Casual
Responsible to: Heads of Services, Service Development Officers	Hours of Work: As and when required.
Salary: £8.45 per hour	

Purpose of the role

Reporting to the Head of Services and Service Development Officers, you will be assisting the childcare team to ensure the smooth running of services. Demonstrating flexibility and enthusiasm, The Indigo Group sessional/bank staff will provide childcare in our Early Years, Out of School Care and Mobile Creche Facility to cover for staff absence/illness/annual leave/training and fluctuating demand. A willingness to support staff in providing excellent childcare is essential.

Main Duties and Responsibilities

1. To work flexibly across all aspects of the service.
2. To work within the relevant curriculum framework (where appropriate).
3. To set up, participate in and clear away activities with the children.
4. To help clean, store and organize equipment and resources.
5. To plan (where appropriate) and deliver activities, caring for children and meeting their needs.
6. Demonstrate an understanding of the National Care Standards.
7. Welcome parents and visitors into the setting.
8. To work within the system, supporting staff with collecting and organizing evidence for children’s progress files and records.
9. To work effectively and positively as part of a team.
10. Support staff and children by taking part in trips and outings.
11. To share tasks necessary as part of the general upkeep, tidiness and cleanliness of the nursery (e.g. laundry, cleaning, equipment organization, etc).
12. To support staff in preparation and take part in activities and learning opportunities for children.
13. To load / unload vehicle for Mobile Creche.

14. To comply with Health & Safety requirements and undertake specific tasks related to the safety and hygiene of the children and the childcare setting.
15. To attend relevant training and complete activities as required.
16. Attend and contribute to meetings.

Knowledge, Qualifications, Skills and Experience
<p>Knowledge/Qualifications</p> <p>Essential</p> <ul style="list-style-type: none"> • Hold or working towards SVQ 2 or equivalent in Childcare & Education/CCLD <p>Desirable</p> <ul style="list-style-type: none"> • Experience working with children • First Aid • Elementary Food Hygiene (REHIS) • Recent Child Protection Training • Knowledge of Health & Safety Procedures
<p>Skills</p> <ul style="list-style-type: none"> • Good communication skills • Ability to follow instructions and receive guidance • To be adaptable and demonstrate a positive attitude • Ability to follow policies and procedures
<p>Experience</p> <ul style="list-style-type: none"> • At least 1 year's experience working with children. • Experience of the voluntary sector preferred but not essential.

Job Features

Planning and Organizing

- Plan and organize workload with team and line manager to ensure good time management.
- Provide cover in all aspects of childcare.

Decision Making

- Support operational decisions to ensure best practice is adhered to.

Internal/External Relationships

- Directly responsible to the Heads of Services and Service Development Officers, you will support any information gathering.
- You will liaise with staff ensuring information is passed on accurately.
- You will work positively with other Indigo Group staff to promote fluidity and integration of all our childcare services.

Problem Solving

- Apply a common sense approach to problem solving.
- You will seek support where required from line manager to ensure best practice.

Quality

- You will support the delivery of high quality childcare, and be willing to learn about quality assessment.
- You will ensure all safety requirements are adhered to.
- You will support risk assessments and carry out relevant tasks.
- You will observe, implement and promote The Indigo Group's policies and procedures.

Regulatory Requirements

- Have a basic understanding of the National Care Standards and be able to relate this to your day-to-day role to promote excellent working practices.
- You will comply with SSSC Code of Practice.

General

- As part of the sessional staff bank, there are no guaranteed hours. This casual role is required to work across all aspects of The Indigo Group on an as-and-when-required basis. Heads of Services will match skills to services when allocating work.

Outline of Terms and conditions of Employment.

Contracts will be issued on appointment

1. **Confirmation of appointment:** This is for Casual Work, as and when required.
2. **Rate of Pay:** £8.45 per hour.



3. Hours of work: As and when required.

4. Place of Work: Sessional / bank staff will work across all of our Childcare Services.

5. Holidays: Statutory entitlement based on hours worked.

6. Equal Opportunities and Family Friendly Employment: Indigo Childcare Group aims to be an equal opportunity employer.

Timetable for appointment:

Closing Date: None

Interviews: To be confirmed

Standard safe recruitment practices will be followed, these include:

- Positive Enhanced Disclosure check
- 2 references, 1 must be from previous employer
- G.P. Medical Request Form
- Health Questionnaire
- Self Declaration