



**Rodborough Playgroup,
Rodborough Tabernacle,
Tabernacle walk,
Rodborough,
Stroud,
GL5 3UJ
chair@rodboroughplaygroup.co.uk
www.rodboroughplaygroup.co.uk**

Dear Applicant

Please find enclosed a recruitment pack for Rodborough Playgroup, this contains the job description and application form. The application form can either be posted to the above address or returned via email to chair@rodboroughplaygroup.co.uk. Please note that we do not accept CVs.

The application form requests two references, we take our safeguarding role very seriously and in line with safer recruitment guidelines, if you are called for interview, we will have already contacted your referees. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Please see our website for copies of our Child Protection Policy and Safer Recruitment Policy (Which contains the selection process and our practices and policy on employment of ex-offenders).

We will email both successful and unsuccessful candidates to let them know if they are being invited to interview.

Many thanks for taking the time to apply for this role

Yours faithfully

Alan McDowell
Chair of the Committee



JOB DESCRIPTION FOR PLAY ASSISTANT

Job Title: Bank Play Assistant
Employed by: Rodborough Playgroup
Accountable to: Committee
Line Manager: Playleader

Administrative duties

- To assist in keeping a daily register, and relevant records, including registration and accident book details
- To understand and help with planning, assessment and record keeping procedures

Staff Duties

- To report to and work with the Playleader and deputy playleader.
- To attend staff and committee meetings as requested
- To contribute to creating an effective team
- To make time available on a daily basis to discuss the day to day running of the group with fellow members of staff
- To attend relevant training
- To keep up to date with the latest ideas in childcare through courses and relevant publications
- To attend update training for First Aid and Child Protection
- To attend in-house training sessions as required
- To check equipment and premises are kept in good order and report any concerns to the Playleader and deputy playleader and help with risk assessments
- To prepare for, and undertake, two parents evenings per academic for your key children

Duties towards the children

- To ensure that the care of the children meets the Early Years Foundation Stage requirements for pre-school provision

- To help with organising a wide range of stimulating and safe activities throughout the session, including play promote positive attitudes and equal opportunities
- To challenge all forms of discrimination
- To help supervise the children, ensuring a correct adult to child ratio
- To be aware of the differing needs of a wide range of children and to be able to meet those needs
- To ensure that unacceptable behaviour is dealt with in accordance with the procedures and rules of the setting
- To encourage positive behaviour in the children
- To help with the observation of children
- Undertake the role of tracking children's progress and meeting their needs

Other duties

- To arrive on time to help set up the day's activities before opening and stay to help clear up after the session
- To check equipment and premises are kept in good working order and report any concerns to the Playleader and deputy play leader and to help with risk assessments
- To welcome visitors and help support students as directed by Playleader and Deputy Playleader.
- To communicate with parents and carers in a positive manner and encourage parental involvement in the sessions and be aware of training opportunities to parents.

To be familiar with and work within the setting's policies and procedure

To attend trips out / walks on the common

To ensure individual health plans are agreed for children with special medical needs.

To record and administer the giving of medicines to children in line with their individual health plans and playgroup policies.

I have read and understood this job description and agree that it forms part of my contract of employment with Rodborough Playgroup.

Signed:.....

Print Name:.....

Date:.....

Rodborough Playgroup Safeguarding Statement

At Rodborough Playgroup we are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.

Safeguarding at Rodborough Playgroup is considered everyone's responsibility. As such we aim to create the safest environment within which every child has the opportunity to achieve their five outcomes as every child matters. We recognise the commitment we can make in ensuring that all children who use our setting feel that they will be listened to and that appropriate action will be taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parent's, carers and other colleagues to develop and provide activities and opportunities that will help equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

This means we have a safeguarding policy and procedures in place. All staff (including supply, volunteers and committee) must ensure that they are aware of these procedures. Parents and carers are welcome to read this policy, which is available on our website. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about child welfare. We will ensure that our concerns about our children are discussed with his/her parent/carer first, unless we have reason to believe such a move would be contrary to the child's welfare.

Applicants will be subject to recruitment and selection procedures designed to emphasise Playgroup's commitment to the safeguarding of its children and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references and necessary safety checks.

Playgroup has a 'Designated Safeguarding Lead' (Playleader Jane Burrow) responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services.

Rodborough Playgroup Person Specification - Play Assistant

Attribute	Essential	Desirable
<ul style="list-style-type: none"> Qualifications 		<ul style="list-style-type: none"> First Aid qualification Child protection certificate SENCO interest Safeguarding certificate An approved level 3 qualification Basic literacy and numeracy Knowledge of the Early Years Foundation Stage An approved level 2 qualification
<ul style="list-style-type: none"> Skills and Knowledge 	<ul style="list-style-type: none"> Committed to the safeguarding and welfare of young children, Prioritise and manage own workload Be aware of the differing needs of children and how to meet those needs Understanding of the importance of planning, assessment and record keeping procedures Awareness of equal opportunities, racial and sexual discrimination Ability to communicate at all levels. Understanding of basic Health and Safety 	<ul style="list-style-type: none"> Good knowledge of child development
<ul style="list-style-type: none"> Experience 	<ul style="list-style-type: none"> Experience of working as a team. 	<ul style="list-style-type: none"> Experience of planning or undertaking fun and stimulating activities for pre-school children. Experience of Work with young children in a playgroup setting
<ul style="list-style-type: none"> Personal Qualities 	<ul style="list-style-type: none"> Friendly, flexible and adaptable. Honest and caring Energetic and enthusiastic 	<ul style="list-style-type: none"> Ability to work without supervision

	<ul style="list-style-type: none"> • Ability to work as part of a team • Works well under pressure • Enjoy being with children 	
<ul style="list-style-type: none"> • Other factors 	<ul style="list-style-type: none"> • Committed to implementation of Rodborough playgroups policies and procedures. • Ability to attend mandatory training days 	<ul style="list-style-type: none"> • Has own transport and clean license



Rodborough Playgroup Code of Conduct

Our staff are all expected to follow the 5 strands of the Rodborough Playgroup Code of Conduct.

Care

1. Supervise the children at all times
2. Be aware of the children's safety and needs.

This includes safeguarding responsibilities in terms of:

- acceptable use of technologies (including mobile devices),
 - staff/pupil relationships
 - communications including the use of social media (K.C.S.I.E. 2021).
3. Ensure there are plenty of stimulating educational and fun activities
 4. Respond to the individual needs and demands of the children to the best of your abilities
 5. Treat equipment and resources with care and respect; as if they were your own
 6. Be accountable and take responsibility for your actions.

Quality

Reflect on your own work; identify your strengths and weaknesses

1. Build upon your strengths and improve upon your weaknesses
2. Enhance the playgroup and care given in any way you can
3. Provide constructive feedback and ideas to help improve Rodborough Playgroup

4. Seek to improve yourself and your skills

Commitment

1. Be prepared and willing to 'go the extra mile'
2. Be enthusiastic towards your job, parents, children and other team members
3. Be reliable, with minimal absences and put yourself in the 'shoes' of others
4. Promote the Rodborough Playgroup values, mission and culture
5. Ensure the highest quality of care to the children and safeguard their environment

Trust

1. Act with honour and integrity. Be honest, truthful and open
2. Uphold the trust placed in you by parents/carers by respecting their individual requests and demands, and providing the highest standard of care
3. Uphold the trust placed in you by fellow team members - look out for, and after them and do your fair share of work

Teamwork

1. Be mindful and proactive in observing and protecting the safety of your colleagues and those in your care.
2. Support fellow team members - ensure no one person is doing all the work and help other team members if they require it
3. Be friendly and considerate – remember each individual is unique
4. Work together to ensure the best possible outcome of those in your care
5. Communicate with parents and carers.

Signature: Date:.....

Rodborough Playgroup Employment Application Form

Application for employment as
Surname
Other names
Address

Postcode
Tel (home)
Tel (work)

Education and Training:

.....

Employment History:

Employer name
Employer address

Type of business
Job title
From – to
Reason for leaving
Brief description of your duties and responsibilities

Employer name
Employer address
Type of business
Job title
From – to
Reason for leaving
Brief description of your duties and responsibilities

Employer name
Employer address

Type of business
Job title
From – to
Reason for leaving
Brief description of your duties and responsibilities

Employer name
Employer address
Type of business
Job title
From – to
Reason for leaving
Brief description of your duties and responsibilities

If you require more space for your employment history please continue on another page.

If you have any gaps in your employment history please state them in the box below.

Information in support of your application

Please include any skills and experience you have acquired that can support this application whether within the working environment or outside.

.....

Do you consider yourself to have a disability?

Yes ☐

No ☐

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

.....

Do you need a work permit to work in the UK?

Yes ☐ No ☐

When can you start work for us?

.....

References

Please give the names and addresses, telephone and email of two persons as referees, one must be your current employer, and one (if not the same) your last early years employer.

1

Can we contact this person prior to interview? (Y) (N)

2

Can we contact this person prior to interview? (Y) (N)

I confirm that to the best of my knowledge the above information is correct.

Signature Date