St Anthony’s School, Clwb Hapus , sessional day care , Playgroup assistant

11.30am to 3.15pm Monday – Friday term time only.

St Anthony’s Clwb Hapus Day care is looking for a playgroup assistant who will assist with the delivery of high-quality childcare and education to children between 3 and 5 years. The successful candidate will assist with the operation of the playgroup and hopefully when needed the after-school club to the highest standards, ensuring that the best possible environment and care are provided for young children. He/she will demonstrate a commitment to the future of the playgroup as a trusted provider of high quality, flexible childcare for families from the local community. In return, we can offer the opportunity to develop your potential at a small, friendly childcare setting with an excellent reputation and good links with the neighbouring school.

Main responsibilities

* To create a welcoming and family friendly environment.
* To be responsible at all times for the high standards of care and education of children from three years old to five years of age in accordance with the EYFS framework, statutory requirements and playgroup policies.
* To help order and maintain equipment and resources in the group.
* To help keep a register and up-to-date records of all children using the playgroup and to give regular feedback to parents about their child’s development and progress.
* To be a good early year’s practitioner and to keep up to date on good practice
* To have good safeguarding knowledge

Person Specification

*Essential criteria*

* Excellent communication skills.
* Excellent organisational skills.
* Ability to work as a member of a team and to take temporary charge during staff absence
* Any qualification accepted in the list from social care wales accepted to work in sessional day care

Knowledge and skills

* Warm and caring personality – friendly and approachable to families.
* Knowledge, understanding and practical experience of sessional day care for young children.
* Knowledge of child development and understanding issues around child development in order to support all children including children with disabilities.
* Knowledge and understanding of legislation and regulations relating to day care for young and the inspections process for approval of day care settings.
* Able to implement policies and procedures consistent with legislation, regulations and local requirements.
* Able to work independently and to manage own time efficiently.
* Commitment to equal opportunities for all children and families.
* Strong interpersonal skills including the ability to work effectively as part of a team
* Clear understanding of current thinking and developments in Early Years policy and practice.
* Knowledge of Health and Safety regulations, particularly those applying to childcare.
* Able to implement basic systems for child records and financial records.
* Confidence in making day-to-day decisions thoughtfully and with high degree of sensitivity to the needs of children and families.

Other Duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Equal Opportunities

The post holder must carry out his/her duties with full regard to the Playgroup’s Equal Opportunities policy.

Health and Safety

The post holder must carry out his/her duties with full regard to the Playgroup’s health and Safety procedures.

The post holder will be required to complete an enhanced DBS disclosure prior to commencing employment.

To apply for this role, please submit your C.V and a covering letter explaining how you meet the requirements for the post to the headteacher of St Anthony’s School, Mr John Morgan e mail [sahead@hwbmail.net](mailto:sahead@hwbmail.net) by July 21st. Interviews WC July 25th

Please include contact details of two referees, one of which should be your most recent employer.

Expected start date 5th September 2022.