

## Volunteer Role Description

**Role Title:** Childcare (unpaid volunteer role)  
**Responsible to:** Sagira Jetha  
**Responsible for:** N/A  
**Location:** Fairway Children's Centre

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### ROLE BACKGROUND:

### MAIN OBJECTIVES:

- Supporting the provision to deliver quality childcare and creating a playful environment, maintaining regular communication with other members of the team, helping to arrange play areas and tidy up, as well as taking part in daily team meetings.
- You will observe rules of confidentiality and safeguarding at all times.

### KEY TASKS & RESPONSIBILITIES:

- To learn on the job skills and knowledge in line with good practice whilst shadowing both the childcare worker and senior childcare worker
- To work as part of team in the planning, implementation and delivery of high quality purposeful and interesting education programmes and curriculum
- To be aware of and follow all childcare policies, ensuring that safeguarding and welfare requirements are followed and acted upon

### OTHER RESPONSIBILITIES

- Undertake any other related responsibilities commensurate with the evolving objectives of the role and the evolution of the service, as may reasonably be requested by the Early Years Locality Manager
- Work with due regard for organisation's core values and objectives
- Ensure the effective implementation of and adherence to, the Trust's Diversity, Equal Opportunities and Health and Safety policies and procedures

### PERSONAL AND PROFESSIONAL DEVELOPMENT

- Identify learning and development needs with line manager and evaluate T&D to demonstrate performance needs have been met.
- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust's training and development programme.

## Person Specification

**Note to Applicant:** When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the application criteria for the post.

(NB: Where items appear which have not been deemed Essential, you should assume they have been considered Desirable).

Role Name: <b>Volunteer Role</b>								
Role Factors	Criteria No	Person Specification Criteria	Ranking	Criteria to be tested by the following documents and/or activities				
			E = Essential D = Desirable	Application Form	Interview	Presentation	Practical Exercise Test	Work Simulation Test
Education, Qualifications & Experience	1		E	✓				✓
	2		E	✓	✓			
Competencies	3	Ability to engage with infants and children under five	E					
	4	Ability to work as part of a team	E					
	5	Ability to effectively communicate with a wide variety of people	E					
	6	Ability to act professionally	E					
	7	Enjoyment and interest in working closely with children	E					
	8	Enthusiasm and adaptability	E					
	9	Willingness to undertake appropriate training	E					
	10		E					
	11		E					
	12		E					
	13		E					

Appointment to this role is subject to an enhanced records check through the Disclosure and Barring Service (DBS).