

JOB DESCRIPTION

Great & Small – MBC's Playgroup for pre-school children

Post:

2 x Team Leaders

Hours: Thursday mornings – 4 hours: 9am – 1pm (term-time only)

Package: £10.55 per hour (London weighting allowance)

Term: Initially 1 year contract

Commencing: 12th September 2019

Role:

The Playgroup Leaders will be responsible for the running of our weekly playgroup sessions, ensuring safe, stimulating play and to respond to the needs of the children and parents/carers attending. This will involve planning, preparing and delivering play-based activities appropriate for children aged 1-4 years. This is an exciting opportunity to join a thriving team attended by over 100 pre-school children each week!

Responsibilities:

- ⦿ To work closely alongside the other Team Leader as a partnership
- ⦿ To lead the team of volunteers
- ⦿ To oversee finances, purchasing and banking
- ⦿ To take an active lead in activities, crafts and reading
- ⦿ To set up and pack down sessions
- ⦿ To oversee safeguarding and all healthy and safety requirements
- ⦿ To establish constructive relationships with parents/carers attending sessions
- ⦿ To ensure there is a good and happy atmosphere at each session
- ⦿ To manage resources effectively and ensure rooms are left tidy
- ⦿ Take time to listen and respond to children and encourage them to develop
- ⦿ To ensure the children are supervised at all times
- ⦿ To ensure any accidents are recorded in the records diary
- ⦿ To ensure that there are good standards of hygiene and that equipment is safe
- ⦿ To support and promote the Christian faith

Personal Qualities:

- ⦿ Fun-loving, outgoing, enthusiastic and loves working with young children and families
- ⦿ Energetic and interested in early childhood development
- ⦿ Able to support the faith journey of young children and families

Requirements:

- ⦿ It is an occupational requirement that the post-holder must be a Christian.
- ⦿ The Team Leader will obey the policies, rules and regulations of Morden Baptist Church.
- ⦿ The Team Leader will actively adhere to the Safeguarding Policy at all times.
- ⦿ The post is subject to a satisfactory disclosure under the disclosure scheme administered by the Data Barring Service (DBS criminal background check).

Closing date for applications is **Friday 6th September**.
To apply send your CV to darren@faithinmorden.com