**BRISTOL REFUGEE RIGHTS**

 **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Early Years Project Worker**

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| **Hours of Work**: | Various and Sessional |
| **Salary:**  | £9.90 per hour |
| **Place of Work:**  | Wellspring Settlement, Bristol and/or homeworking |
| **Benefits:** | Pension scheme, Cycle to Work Scheme, flexible working |
| **Responsible to:** | Early Years Project Manager |

**JOB DESCRIPTION**

**Duties and responsibilities:**

1. To work together as a team to provide a safe, happy stimulating and welcoming environment for children and their families visiting the Early Years Project (EYP).
2. To assist in delivering a range of activities that meet the developmental needs of the children visiting the EYP.
3. To help deliver child centred play.
4. Prepare snacks and drinks and clear away and clean afterwards.
5. To be jointly responsible for the cleaning and upkeep of the EYP and its contents. Maintain hygiene and cleanliness.
6. To monitor the condition of all toys, equipment and the EYP room in terms of safety and hygiene and report any concerns to the EYP Development Manager immediately.
7. Maintain the register, diary and accident book as required.
8. To work in accordance with all safeguarding of the EYP, and maintain a safe environment for the children in the EYP
9. To act at all times in accordance with the Equalities Policies of Bristol Refugee Rights, and model anti-discriminatory practice and behaviour.
10. To undertake training as required

**PERSON SPECIFICATION**

**Essential Criteria**

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| 1. | Level 2 or 3 Early Years Childcare Qualification (or for trainee post, Level 1 or Level 2 and intending to train) or a minimum of 6 months experience of crèche work. |
| 2. | Experience or ability to supervise sessional workers or volunteers. |
| 3. | Experience or ability to undertake monitoring and observation tasks |
| 4. | Experience in planning activities |
| 5. | Ability to communicate in English – both spoken and in writing. |
| 6. | Ability to interact both sensitively and positively with children and adults from a wide diversity of backgrounds. |
| 7. | Enthusiastic, committed and willing to work as part of a team. |
| 8. | Punctual and reliable. |
| 9. | Be willing to undertake training as required. |
| 10. | Be willing and confident to take charge of story and song time activity. |
| 11. | Understanding of issues affecting asylum seekers and refugees |

**Desirable Criteria**

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| 14. | Work experience – paid or voluntary – with asylum seekers/refugees. |
| 15. | Awareness of, and commitment to, the mission statement, values and objectives of BRR. |