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**Job Information Pack**  
**Early Years Lunch**  
**Cover Assistant**

## Our Values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title: Early Years Lunch Cover Assistant**

**Reports to: Nursery Manager**

### **Background**

The Old Potting Shed is a unique nursery set in the picturesque Coombe Lodge Estate in Blagdon. The beautiful setting comprises two buildings. The Stables, full of character and charm using original features to create a cosy, intimate and unique baby unit. Our toddler and pre-school rooms are housed in the potting shed, a delightful building also with many original features and direct access from each room out to our stunning private walled garden. We make the most of our wonderful surroundings at The Old Potting Shed, with a play-based curriculum that focuses on being outdoors and recognises the benefit of learning through nature. This stimulates children's minds, is beneficial for their physical health and gives each child an exciting and nurturing start to their education journey. The setting has developed into a 78-place setting since the YMCA Dulverton took over in November 2021.

### **Purpose**

The post holder will support the nursery team with preparation of snacks and meals and to cover staff lunches.

### **Other Key Relationships:**

- Parents and Carers
- Other setting Managers/ Deputy Managers;
- Local Health services partners
- Community based projects and partners
- Local Authority partners and stakeholders
- Head of Early Years Education
- Indirectly- Executive directors

## **Main Responsibilities**

The postholder will be responsible for:

### **Service Delivery**

- To ensure the safety of children with regard to meeting their dietary needs and to liaise with room staff regarding requirements and food allergies.
- Ensure the highest levels of cleanliness and hygiene in the nursery, and promote these daily in every routine.
- Ensure all YMCA Dulverton Group Policies and Procedures are adhered to and promoted at all times.
- Provide stimulating and purposeful experiences, environments and resources to children, that are age appropriate to their age and stage of development.
- To have a clear knowledge and understanding of relevant Health and Safety legislation and to adhere to appropriate regulations.
- Understand and ensure that the requirements of the statutory framework for the EYFS are met.
- To attend staff meetings and participate in training opportunities and performance development.
- To ensure good communication with staff, parent's and carers.
- To support the nursery's commitment on safeguarding children in all aspects of the nursery's service.
- To undertake any other duties as deemed appropriate by the Nursery Manager, Head of Early Years Education, CEO or Board of Trustees.

### **Line Management Responsibility**

- Not applicable for this role.

### **Health and Safety**

- In carrying out this role you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for people who use our services.

- This duty includes checking that any person entering YMCA Dulverton Group property has a right to do so and their visit is recorded in accordance with YMCA Dulverton Group procedures.

### **General**

- To maintain and develop up-to-date professional knowledge and skills through training, reading and other such activities and to incorporate the same into practice.
- Work across the organisation to build a learning culture and positive working environment.
- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
- Complying with YMCA Dulverton Group's GDPR, confidentiality and information security policies at all times.
- To undertake such other duties and responsibilities reasonably consistent with the role of Early Years Lunch Cover Assistant.

YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.

### **Person Specification**

#### **Qualifications and Experience**

- Desirable to have at least 2 years' experience of working around children under the age of 5, but applicants of all experience will be considered.
- First aid qualification (or willingness to train).

#### **Knowledge, Skills, Abilities**

- Knowledge of health and safety and ability to complete risk assessments.
- Knowledge and understanding of safeguarding good practice (or willingness to train).

- Knowledge of Food Standards Agency requirements and legislation (or willingness to train).
- Good organisational skills.
- An empathy and enjoyment of working with children.
- Able to work on own initiative and lone work when required.
- The ability to form plans and carry them out in a busy environment.
- Ability and willingness to relate positively towards children, parents and staff.
- Ability to be punctual at all times.
- Can evidence an understanding and commitment to the principles of Equal Opportunities.
- A creative and flexible approach to the work of the organisation.

### **Personal Qualities**

- Commitment to YMCA Dulverton Group's Values.
- Self-motivated with ability to manage own workload and work with minimal supervision.
- Team player, with ability to build relationships with a wide variety of stakeholders.
- Demonstrates resilience, motivation and commitment to driving up standards of work.
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk.
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions.
- Anticipates need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency.
- Is adaptable to change/embraces and welcomes change.

## **Main Terms of Employment**

<b>Salary:</b>	£11,328.55 to £11,826.00 per annum, dependent on qualifications.
<b>Location:</b>	The Old Potting Shed Nursery, Coombe Lodge, Bath Road, Blagdon, BS40 7RE.
<b>Hours:</b>	17.5 hours per week, Monday to Friday.
<b>Flexible working:</b>	We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and working from home on occasions.
<b>Holidays:</b>	5.6 weeks per year, plus bank holidays.
<b>Pension:</b>	On completion of a six-month probation period, YMCA Dulverton Group will contribute 3% of salary.