



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

## Sessional Childcare Worker Around the World Play and Learn Centre

<b>Job Title</b>	Sessional Childcare Worker (* Female)
<b>Location</b>	Glasgow
<b>Job Hours</b>	Sessional
<b>Accountability</b>	Lead Worker/ Manager
<b>Salary</b>	£8.75 per hour

### Purpose of Post:

1. To provide a high standard of physical, emotional, social and intellectual care for children place in the setting.
2. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
3. To build and maintain strong partnership working with parents to enable children's needs to be met.

### Main Duties:

- To effectively deliver the CFE ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk) ; Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

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- To advise supervisors of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, outdoor trips.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, especially with regard to being a key person
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- To support other staff
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on additional tasks deemed relevant by the Nursery Manager.

### Person Specification

Attributes	Criteria	Rank
Education and Training	1. Minimum of a relevant and recognised Level 2 qualification in childcare and early Educaion.	Essential
	2. Evidence of ongoing personal development training	Desirable
	3. Desire to continue with professional development	Desirable
	4. To gain a recognised Professional Status	Desirable
	5. Recent Paediatric First Aid certificate	Desirable
	6. Basic Food Hygiene	Desirable
Relevant Experience	7. Experience in working with children	Essential
	8. Experience of working in an early years setting	Desirable
	9. Experience of implementation of EYFS	Desirable
	10. Experience of working in partnership with parents	Desirable

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General and Special Knowledge	11. Knowledge of legislation relevant to Early Years such as CFE. Knowledge of Child Development and children's needs	Essential
	12. Ability to work with parents/carers/families to encourage partnership working	Essential
Skills and Abilities	13. Ability to communicate well with adults and children	Essential
	14. Ability to work as part of a team	Essential
	15. Ability to write legibly	Desirable
	16. Good presentation skills	Desirable
	17. Possess a level of general computer literacy with a range of IT skills.	Desirable
	18. Good organisational skills	Desirable
Any Additional Factors	19. Ability to demonstrate creative abilities	Desirable
	20. Understanding of Equal Opportunities	Essential
	21. Awareness of Health & Safety and practical Hygiene issues	Essential
	22. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary.	Essential

**Deadline for applications: 16<sup>th</sup> February 2018 (12noon)**

**Interview Date: W/B 19<sup>th</sup> February 2018**

**Please email your applications to: [playandlearn@saheliya.co.uk](mailto:playandlearn@saheliya.co.uk)**

**Or post them to: Saheliya Around the World Play and Learn Centre  
St Rollox House  
130 Springburn Road  
Glasgow  
G21 1YL**

**CVs will not be accepted**

**\* The Equality Act 2010 (part 1, Schedule 9) applies to the above posts. Applications are therefore restricted to female candidates only. All posts are subject to enhanced checks by Disclosure Scotland.**

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