

<b>Purpose:</b>	RBF is a third sector organisation working with churches, local authority groups, voluntary sector organisations, schools and individuals on a wide variety of projects primarily for and with children and young people and the adults who care for them. Our team of Childcare Workers help deliver our childcare projects primarily in West Essex and North East London.
<b>Title:</b>	Childcare Assistant
<b>Accountable to:</b>	Childcare Manager/Childcare Leader/Preschool Leader
<b>Team:</b>	Childcare Team
<b>Salary:</b>	FTE £20217 - £22239 24-39 hours per week (Regular Overtime Available) (52/44/39 Week Arrangements Available)
<b>Time Commitment:</b>	Will include selection of: <ul style="list-style-type: none"> <li>- Term Time Breakfast Care Sessions</li> <li>- Term Time After School Care Sessions</li> <li>- All Year Preschool Sessions</li> <li>- School Holiday Care Sessions</li> <li>- Plus Additional Planning Meetings, Preparation Tasks, etc.</li> </ul>

### The Role of a Childcare Assistant at RBF

*RBF Childcare Assistants are expected to promote the personal, educational, creative, spiritual and social development of the children they engage with, helping them reach their full potential. They are part of creating a safe and supportive environment where children learn to treat themselves and others with kindness and respect, discover exciting new ideas and activities they are unlikely to experience anywhere else; places they can laugh, learn, experiment, make mistakes and thrive, growing into motivated, positive, resilient and caring citizens. Under the supervision of their setting leader, they should engage with the wider family unit, connecting with parents, carers and siblings, recognising that their work with the child will be greatly enhanced where it is integrated into the life of the child outside of the childcare setting. In addition, Childcare Assistants will also be part of nurturing the faith journey and wider spirituality of the children in their care, encouraging them to explore a range of systems of belief, including Christianity, and signposting them to opportunities to find answers to the questions that they have.*

Specific day to day responsibilities would include:

- Assisting with the creation of a welcoming before/after school care setting/school holiday care settings/preschool settings that allow children to engage with the planned activities that any visitor would identify as ‘outstanding’;
- Showing initiative during session delivery to head off issues before they become problems, anticipate tasks before they have to be allocated and being a strong support to the session leader at all times;
- Having meaningful conversations with children and their parents/carers daily, working with others to identify issues and helping to devise strategies for how their needs can be met;
- Supporting setting leaders with the preparation of resources and overall presentation of delivery sites including a commitment to keeping spaces tidy and clean without prompting;
- Taking a lead on the preparation of food in timely and efficient manner under the direction of the setting leader;
- Helping ensure that the children’s learning and developmental outcomes are evaluated and reported in accordance with internal and external (OFSTED) expectations;
- Working with others to keep registers, write evaluation reports and contributing to risk assessments and other planning/strategic documents as required;
- Under the guidance of setting leaders helping to foster strong relationships with all parents/carers along with external stakeholders such as schools, churches, local authorities, etc.;
- Being part of delivering activities that make the setting stand out as exceptional such as offsite trips/residentials, tailored activities, parties, charity weeks, attending/participating in local civic events, etc.;
- Staying informed on legislation, local and national issues and examples of best practice in the field;
- Ensuring safeguarding ([Policy](#)) of all participants and team is paramount in all aspects of delivery alongside a strong focus on Health and Safety ([Policy](#)) and Data Protection ([Policy](#)).

### Additional Responsibilities common to the whole RBF team include:

- Regular and proactive communication with line/team managers and colleagues including attending regular meetings;
- Awareness of and adherence to:
  - RBF, policies and procedures, working within their guidelines and where appropriate, implementing policy ([RBF Policies](#));
  - Local Authority and appropriate partners' policies and procedures, working within their guidelines and where appropriate and implementing shared policy;
  - Relevant legislation regarding activities undertaken.
- Engagement in the wider life of the organisation including participation in team social activities, fundraisers, retreats, etc., including using personal social media accounts and personal networks to promote the work of the charity;
- Always working in a flexible and co-operative manner and to undertake all such reasonable tasks as may be requested by the leadership of RBF outside the scope of our primary job descriptions for the good of the wider organisation and those it serves.

### Personal Qualities Required for this Post:

1. Previous experience of children's work in a paid or voluntary context.
2. A lifestyle which allows the candidate to act as a role model for our service users, inspiring them to engage in the activities delivered and in a lifestyle in alignment with Biblical principles as laid out in the RBF Code of Conduct ([Code of Conduct](#)).
3. Ability to work with people from a variety of backgrounds, including those who hold strong religious convictions and those who do not profess a particular faith.
4. Ability to enthusiastically deliver content and activities based on the Christian ethos and Statement of Faith of the Foundation even if this is not a faith which is personally held by the candidate.
5. Well organised and proactive, able to take initiative and organise day to day tasks as well as being willing to submit to guidance from those in positions of leadership.
6. Good communication skills with the ability to quickly establish positive relationships with children, adults and colleagues of different ages.
7. Ability to present facts, concepts and ideas lucidly and engagingly in verbal, written and visual form to children, young people and adults – candidates must be able to support in the management of challenging behaviour effectively and sensitively.
8. Positive about embracing challenge and change, open to experimenting, new ideas, reflective practice and working with other organisations in a spirit of partnership.
9. Friendly, cheerful, positive and self-driven, able to work independently and as part of a team with the ability to brief team members and volunteers effectively so everyone within a setting is positively engaged in tasks that need to be completed.
10. Working knowledge of ICT and ability to set up projectors, research topics online, create presentations, etc.
11. Good educational background, i.e., GCSE or equivalent.
12. Recognition that working in an organisation like RBF can be both physically and emotionally demanding due to the nature of some of the service users we encounter.
13. A believer in strongly supportive environments, sharing and being open with colleagues.

### Other Relevant Information:

1. Working Week: Monday – Friday (Usual pattern is two full rest days)
2. Professional Support: RBF staff complete a mixture of training throughout the year, with everyone completing a series of core courses with additional personalised CPD opportunities
3. Location: Successful candidates will be primarily working at one of our wraparound/school holiday care settings in Essex
4. DBS & Probation: Appointments are subject to presentation of a satisfactory DBS certificate and a six month probationary period which may be extended at the recommendation of the candidate's line manager
5. Progression: RBF staff are given regular opportunities to explore promotions within the Organisation to senior and leadership roles

*Please note this post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*