

Jennett's Park Bank Staff

Description

of

Role

and

Responsibilities

Safeguarding statement: Jennett's Park CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Enhanced DBS will be sought. We particularly welcome applicants from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. We reserve the right to close the interview process early for the right candidate.

Location: Jennett's Park CE Primary

Accountable to: Wraparound care leader or Phase leaders

Purpose of the Role

Bank staff are required by the school to cover for or supplement our permanent or part time staff. Typically, we need bank staff to cover for sickness, absence, holidays and periods of temporary fluctuation in our child numbers.

Bank staff are not required to be qualified as training will be provided to develop their roles in terms of understanding and applying nursery policies and procedures. Bank staff will be expected to assist in ensuring all children attending Jennett's Park CE Primary receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs.

Employment is on a casual basis (see details at the end of this description) and you will be contacted directly by the Finance Manager if and when work is available, sometimes at very short notice. Please note that we are unable to guarantee hours of work, which may be for a few hours, a whole day, a few days or a week at a time by mutual consent. We reserve the right not to provide you with work and you are under no obligation to accept work. Consequently, you will not have continuity of employment between engagements.

You are free to work for other organisations whilst working for us but you must ensure that you do not work more than the statutory maximum of an average of 48 hours per week over a 17-week period (as laid down by the Working Time Directive).

Person Specification

Profile of an Ideal Candidate

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	Numeracy and literacy skills	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of working with or caring for children of relevant age.</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.</p>	<p>Ability to use basic technology and IT</p> <p>Knowledge of basic first aid.</p>
Work-related Personal Requirements	<p>Adaptable and flexible</p> <p>‘Can do’ approach</p> <p>Sense of humour</p> <p>A love of children and a passion for their learning</p> <p>Committed to equality of opportunity</p>	
Other Work Requirements	<p>Suitability to work with children.</p> <p>Sympathetic to our Church School ethos and values</p> <p>Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.</p>	<p>Participate in training and development activities</p>

All staff at Jennett’s Park CE Primary are committed to ensuring every child is safe and secure and implement stringent safeguarding procedures.

ROLES AND RESPONSIBILITY CHECKLIST

Detailed below are the principle tasks and activities associated with your role. Activities and tasks are carried out on a daily, weekly or as required basis. Management will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards and on-going to assist you in your own personal development.

Your role will be as set out in this job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

Your role will be appraised on a regular basis during which your performance will be reviewed and assessed in accordance with personal and schoolwide aims and objectives. Please ensure you are very familiar with the checklist below as this detail the key activities and responsibilities by which the nursery will gauge your performance. If you are in any doubt about the role or would like to obtain further guidance, mentoring or training then the school is only too happy to assist.

The schedule of responsibilities may well change in accordance with your experience and qualifications, so the following list of duties should be taken as the minimum requirement.

Personal Responsibilities

- Provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe and stimulating environment.
- Ensure you are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behaviour management and health and safety. You will be provided with a copy of the school's guide to policies and procedures.
- Within reason to be able to respond to requests to work at the school, sometimes at short notice.
- Ensure parent issues and concerns are dealt with promptly and accurately. Ensure management are informed and consulted where relevant.
- Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the school
- To uphold the confidentiality of the nursery at all times.
- Never leave the room / school / childcare location and put your colleagues at risk of being out of ratio – unless in case of emergency.
- To promote at all times good relations between staff members, parents and children, and promote the quality ethos of the school.

Childcare and Curriculum Responsibilities

- Assist in the implementation of the typical day within the school.
- Assist with child routines such as sleeping, feeding and general supervision.
- Assist with the care, maintenance and security of all equipment and toys within the school.
- Ensure that you help to maintain an attractive, stimulating and reassuring environment for children.
- Be aware of child protection issues and accidents to ensure that any remedial action is taken immediately.
- Help to maintain accurate records for all children including attendance registers.
- Help to communicate with and provide feedback to parents.
- Ensure that no child is ever left on their own in the room / school / outing.
- Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties. Ensure you consult the up to date care plan for each child in your room.
- Action and monitor all child safeguarding / protection issues / accidents to ensure that any remedial action is taken immediately. Ensure close monitoring of children about whom there are concerns.
- Assist with health and safety checks as required to ensure the room / school is tidy, safe, clean and secure for children, staff, parents/carers and visitors
- Cover for other staff as appropriate and as directed by your manager, especially given that unforeseen situation can occur when caring for children and recognising that the child's welfare is paramount.

Parent and Carer Responsibilities

- Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the school.
- Ensure parents are familiar with the security and procedures surrounding drop off and collection. (passwords etc.).
- Ensure the parent and carer signs the register when dropping off or collecting their child.
- Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child. Inform management if in doubt.

- Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child.

Room and Premises Responsibilities

- Ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high-quality standards that we have set as our ongoing objective.
- Ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to the office. To have an ongoing resource plan.
- Clean obvious marks or spillages (doors, floors, walls etc) as soon as they happen, within reason. To ensure the office is aware of cleaning that needs to be performed by the nursery provider and taking into account the cleaning that the nursery has assigned to an external contractor. Details on the cleaning chart.
- Ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with nursery standards.
- Ensure rooms, toilets and corridors are left tidy and cleared away at the end of the day to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.
- Answer the phone or entry phone system as appropriate and / or directed.

Health and Safety Responsibilities

Help Maintain the safety and security of all children, employees and visitors to the school.

- Be familiar with the school Health and Safety policy.
- Ensure the cleanliness of the children at all times.
- Ensure that all information relating to Jennett's Park CE Primary, its operation, children, staff and parents / carers is treated with the utmost sensitivity and confidentiality.

Paperwork Responsibilities

You will not be required to be responsible for paperwork but may be asked to complete documents that relate to the duties you are covering such as:

- Nappy charts and changing procedures
- Accident and incident books
- Signing in and out
- Allergy forms
- Consent forms
- Sun cream forms
- Bottle charts
- Sleep charts
- Cot checks
- Toilet checks

Please ensure paperwork is up to date, neat and tidy, correctly spelt and well written. If you have any reservations about your abilities with paperwork (such as dyslexia) then please have your work checked by the office or other suitable team member.

Casual Contracts

There are three main types of employment status:

- Employee (someone bound by a contract of employment)
- Worker (e.g. bank, casual, temp, au pair, seasonal, contractor)
- Self-employed (e.g. someone who provides a service and raises an invoice)

Each type of employment status has different legal rights, so it is important to know which category you fall into.

Your employment status will determine your rights at work. Various factors will determine your employment status. For example, in assessing whether bank work falls into the Worker category we have to answer yes to most of the following criteria:

- You occasionally undertake work for a particular nursery or other business.
- The school has no obligation to offer you work and you do not have to accept it - you only accept work when you are able to or willing to.
- If you do accept work, your contract describes the relationship as 'casual', 'freelance', 'zero hours', 'as required' or similar.
- You have to sign the school statement of engagement casual contract and code of conduct in order to get the work.
- Whilst at work, you are under the supervision or control of school staff.
- You are expected to perform school duties yourself and not substitute another person.
- The school deducts tax and National Insurance contributions from your wages.
- The school provides any resources, equipment or materials that you need to undertake your work

You are not entitled to occupational sick pay. You may be entitled to Statutory Sick Pay (SSP). SSP is not paid for the first three days of any sickness period. Thereafter a set of qualifying conditions must be met for there to be any entitlement to SSP

Teachers: Holiday pay element is included in your hourly rate of pay.

Support staff: Holiday pay element is already factored in and paid in addition to your hourly rate of pay, which includes fringe allowance. The Holiday pay element is calculated by dividing your hourly rate over the 38 paid weeks of the academic year.

The school reserves the right to end your engagement at any time. No formal notice is required on either side. However, if you are no longer available to work for us, please let us know so that your P45 can be produced.