

Tiddlers and Toddlers Playgroup Leader

St George the Martyr, Wash Common

Job Description and Person Specification

A part-time paid role of 4 hours per week, term time, to organise and lead, with a group of volunteers, a well-established and popular baby and toddler group based at St George's Church Hall, fulfilling the aims and ethos of St George's to support local families.

Key Responsibilities (*this list is indicative not exhaustive*)

- Lead and manage the Tiddler & Toddlers team of volunteers on a weekly basis on Wednesday mornings in St George's Church Hall.
- Organise rotas and communicate effectively with the team of volunteer helpers.
- Communicate with families through the Toddler Group Facebook page upcoming events and notices ensuring all GDPR and privacy rules are complied with.
- Unlock and set up the hall with volunteer help from 9am including some lifting of chairs, folding tables and play equipment.
- Welcome and register all attendees on arrival at 10am, receiving payments of cash and via the debit machine.
- During the session interact with adults and children to ensure a fun and safe time for all.
- Help ensure 'snack time' happens efficiently, working with volunteers responsible for the refreshments.
- Lead (or delegate) some action songs and celebrate any birthdays at the end of the session.
- Ensure all safeguarding and health and safety requirements are adhered to.
- Ensure the Hall is cleared up at the end of the session.
- Ensure all money is accounted for according to the Cash Handling Policy of the church and passed to the Church Office.

Person Specification and Terms and Conditions

- Ability to work collaboratively and effectively with others.
- To have good interpersonal and communication skills.
- A caring and empathetic approach and the ability to interact comfortably with pre-school age children and their carers.
- Basic IT skills (e.g. data entry and emails)
- Organisational skills and attention to detail.
- To be supportive of the aims and ethos of the Church.
- To share the Church's commitment to safeguarding and inclusion and to undertake all associated training.
- Responsible to the Vicar and Church Council of St George's
- 38 weeks per year, for 4 hours per week, term time on Wednesday mornings from 9am until 12pm, with administration and preparation of one hour per week.
- Remuneration is £12 per hour.
- The post is subject to a six-month review and is for an initial one-year contract.
- Role is subject to enhanced DBS clearance, safeguarding training according to the requirements of the Church and in accordance with the church's policies and protocols.
- Based at St George's Church Hall, Andover Road, Wash Common RG14 6NU.