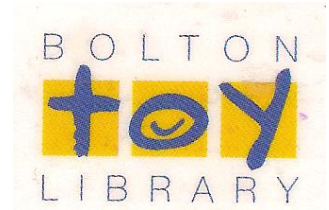


JOB SPECIFICATION

JOB TITLE: EARLY YEARS ENGAGEMENT WORKER



Job -main responsibilities: (Post is subject to DBS Standard Disclosure)

1. Assist the Team to deliver services/sessions at the base and deliver outreach services in line with Bolton Toy Library Health & Safety Policy.
2. To provide support for Early Years (0-5 years) with or without SEND/additional needs along with any siblings and their families.
3. To assist at the 'drop ins' engage with parents/carers to organise play activities for/ to play with children, clean and tidy after session.
4. To support a Panel of 12 Parents/Carers to meet bi-monthly, to record their feedback on a range of services for families that are offered in Family Hubs across Bolton.
5. Organise/clean resources (development appropriate) for child/children for play session or for loan in the home/setting.
6. To assist in digital data entry, recording case studies/outcomes -team
7. To provide 'Outreach services' driving BTL vehicle or using own vehicle (mileage will be paid).
8. To engage with parents of 0-5 years to gather evaluations/feedback on arrange of services delivered at Family Hubs in Bolton.
9. To prioritise Safeguarding and 'the voice of the child'.
10. To provide support for Volunteers in assisting them on tasks/training

Person specification:

Patient, good listener, calm, well organised
Good communicator with parents/carers/practitioners
Self-motivated A caring and compassionate attitude
The ability to work well in a team
Confidence to lone work if required
Good communication and organisational skills
A positive attitude with a willingness to learn
Confidence in the use of computers
Full Driving Licence and use of car to get to Family Hubs

Qualifications & experience: Early Years Trained with at least 2 years of working with young children (0-5 years) or detailed experience to support this job application
Safeguarding experience in early years
Paediatric First Aid (training will be given)

Additional Information:

In this role you will be expected to provide direct help to your other colleagues. There may be occasional times when you may be asked to work Friday instead of Thursday. You will be given a minimum of 2 weeks' notice (expected 1 per term)