

Alternatives Trust East London Childcare worker

Job Description and Role information

Alternatives Trust East London is employing a Childcare worker to provide childcare to Alternatives clients when they access courses, counselling sessions or support groups.

The role is based at Forrest House in Plaistow, London, E13.

For more information about Alternatives please visit our website at www.alternativesnewham.org.uk

Role details

Title	Childcare Worker
Responsible to	WAF Manager
Hours	10h per week (with the possibility of additional)
Pay	£12.50ph
Application deadline	1 st October 2021 (Interviews 4 th - 8 th October)
How to apply	Please send CV with a covering letter explaining why you believe you are right for this role to alternatives@altel.org.uk

The post holder will be provided with adequate training and support to fulfil any areas of the role they are not currently qualified to fulfil. At Alternatives we actively encourage applications from anyone no matter their sexuality, gender identity, ethnicity, nationality, and disability or family responsibilities. We also actively encourage those with lived experience of the client group Alternatives support (for more information see website).

Job Description

Main duties

The Childcare Worker's role is:

- To provide childcare for clients who are attending courses, counselling or support groups at Forrest House. Possible future project may also need childcare but this will be organised in conjunction with the childcare workers availability.
- To support childcare volunteers when needed.

- To maintain the family room and ensure toys and equipment are up to standard and replenished when needed.
- To complete risk assessments in line with Alternatives policies and procedures.
- To provide high quality child care for all age ranges from 0-10 years old.
- To be alert to safeguarding issues and know the appropriate procedures and undertake annual safeguarding training.
- To submit a monthly time sheet.
- To use and understand the room booking system.
- To build good working relationships with other members of staff to ensure clear communication of childcare needs for different projects.
- To attend regular supervision meetings with the We Are Family Manager.
- To attend appropriate training throughout the year.

The Childcare Worker will be managed by the We Are Family Manager and will attend regular supervision meetings. They will liaise closely with other staff to ensure childcare bookings for different activities do not clash. Key relationships will be with the General Manager, Counsellors and the Development Coordinator.

Alternatives Childcare Worker

Person Specification

The ideal candidate will have:

- Hold a level 3 diploma in childcare (or equivalent, experience will also be taken into account).
- Experience working with babies and infants.
- First aid trained (or willing to undertake training)
- An outgoing, cheerful and encouraging disposition
- Initiative and willingness to work flexible hours
- Willingness to complete an enhanced DBS disclosure.
- Familiar with Microsoft Office