

Directorate: Children, Young People and Education

Unit/Section: Early Help and Preventative Services

Responsible to: Senior Early Help Worker

Main duties and responsibilities:

1. To support the Early Help Support Worker in delivering Children's Centre services
2. Create a welcoming environment for Children, families, young people
3. Preparing snack adhering to food hygiene standards
4. Actively involving parents in their children's learning
5. Setting up and clearing away of the group
6. Carrying out activities in groups
7. Taking photographs in sessions
8. Ensuring ground rules are adhered to
9. Keeping facilities clean and tidy
10. Sign posting to other services
11. Where possible attend staff meetings
12. Provide information on own observation and feedback from parents to inform planning of services
13. Undertake evaluations when required
14. Encourage parental feedback
15. Promote the Healthy Start Vitamins to parents

Kent County Council

Role Description: Group Support – Volunteer

Twins Club Ray Allen Centre Friday am

Under 5's Waterside Centre Wednesday am

The following outlines the criteria for this role.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
KNOWLEDGE	Creative background
	Good knowledge of IT
	Understanding of Children's Centres or a willingness to learn
	Proactive and outgoing personality
	Understanding of Early Years Foundation Stage or a willingness to learn
	Ability to work unsupervised
Volunteer commitment Requirements	This role would require a minimum of 2-3 hours per week on Wednesday or Friday morning depending upon which group is supported – term time only
	Enhanced DBS check
	Various Safeguarding training
	Prevent training
	Data Protection and Information Governance training
	Other training may also be available as identified in Personal Development Plan