



# Working at Coin Street

Job pack

Coin Street 



# Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

# What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

Our commercial activity/income generating activity ranges from hosting conferences and events in our purpose built centre. to supporting London's top creative talent through our designer maker studios at Oxo Tower Wharf and/or shops/studios in Gabriel's Wharf.

This work is a central part/pillar of our efforts to support our neighbours and community to thrive.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



## JOB DESCRIPTION

<b>ROLE:</b>	<b>Early Years Assistant</b>
<b>Reports to:</b>	<b>Early Years Educator Room Lead</b>
<b>Contract details:</b>	<b>Bank Staff (zero hours contract)</b>
<b>Salary rate:</b>	<b>£12.18 per hour</b>

## ROLE SUMMARY

The purpose of the role is to be part of an education team where you will support activities that inspire the children's learning and curiosity. You will be expected to support in relation to mealtimes, activities, general care and the safety and welfare of children to support the smooth running of the nursery.

## TEAM OVERVIEW

Our Coin Street Nursery and Children's Centre offers families and children high quality and affordable programmes, providing integrated childcare and early years' education. As a designated Children's Centre in the area, we are an Ofsted registered day nursery catering for up to 59 children daily from 3 months to 5 years of age.

We have created a nursery that we are very proud of and which is currently rated Good by Ofsted and we are striving to reach Outstanding. To make this happen, we need brilliant people who can inspire and deliver excellent care to those around them.

## KEY ACCOUNTABILITIES

1. Provide a safe and challenging environment, encouraging the development of children through play and social interaction, demonstrating, and promoting good childcare practiced in an inclusive environment.
2. Support mealtimes, assisting staff as required, showing due consideration to children's individual dietary needs and requirements.
3. Ensure children are safe, secure, and challenged through risk assessed activities. Maintain the nursery environment both inside and out.
4. Communicate effectively, listen to children, talk with them, support and encourage them to be independent.
5. Provide personal care for the children whilst at the same time encouraging their independence and self-help skills



6. Follow accident and emergency procedures and to take all reasonable care to promote the health and safety of the children. Ensure accurate records are kept.
7. Supervise children at sleep time, indoor and outdoor activities in a professional manner.
8. Contribute to and implement all nursery policies and procedures ensuring and adhere to the Coin Street staff code of conduct.
9. Have due regard for safeguarding and promoting the welfare of children. Implement Coin Street's safeguarding procedures at all times, reporting any concerns to the Designated Safeguarding Leads.
10. Work actively to prevent discrimination with regards to the protected characteristics in line with current equalities legislation, promote inclusion, develop community relations and tackle any form of discrimination or racism.
11. Work in accordance with the SEN Code of Practice to support children with special educational needs to ensure the delivery of inclusive services within the settings for children with disabilities and special educational needs
12. Carry out the responsibilities of the post at all times with due regard GDPR requirements and the maintenance of confidentiality and service user choice and in compliance with nursery policies and procedures.
13. To make appropriate use of information technology and systems, such as the nursery software application.
14. Carry out any other reasonable duties as required, consistent with the purpose and grade of the post. Work flexibly as may be required by the needs of the service.

## GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do, and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things – as an organisation, community, and society*
- *Inclusive: I embrace difference and encourage authenticity*

## PERSON SPECIFICATION

### KNOWLEDGE & EXPERIENCE

#### ESSENTIAL

1. Excellent reading, writing and IT skills
2. A child-centred approach to teaching using creative and exciting methods to engage and stimulate

#### DESIRABLE

1. Grade 'C' or above in GCSE Maths and English (or equivalent)
2. Working towards a Childcare or Early Years Education qualification equivalent to NVQ2 or above
3. Previous experience of working within an Early Years environment
4. An understanding of children's development and learning from 0-5 years and a commitment to the provision of an appropriate learning and care environment indoors and out
5. Experience in maintaining a nursery environment, taking pride in their work
6. Knowledge of safeguarding and child protection procedures

#### SKILLS & ABILITIES

7. A personal commitment to and enthusiasm for Coin Street's ethos and mission.
8. Reliable, trustworthy, committed and punctual with a confident, calm approach who is naturally warm, welcoming and enthusiastic.
9. Ability to undertake care routines and pay attention to ensure children's needs are met
10. Ability to develop good working relationships with parents/carers and understanding of the importance of partnership working, with strong communication skills particularly with children.

11. Ability to communicate effectively verbally and in writing, to record and maintain accurate online and paper records
12. Commitment to work well independently and collaboratively as part of a team
13. Understand the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations
14. A confident, calm and enthusiastic individual who is naturally warm and welcoming
15. A level of physical and mental health adequate for the demands of the job
16. A positive approach and commitment to continuing their professional development

**A full enhanced DBS will be required for this role. Before commencement of employment all new staff members will be required to undertake online safeguarding and PREVENT training.**

# What we can offer you (the highlights)

## REWARD AND PROTECTION

### **Annual Holiday**

27 days leave per year excluding bank holidays.

### **Pension Scheme**

Coin Street will contribute 5% to your pension if you contribute at least 3%.

### **Life Assurance**

Death in service (3 x salary), Income Protection and Critical Illness cover.

### **Company Sick Pay**

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

### **Flexible working**

Where we are able to, flexible working and hybrid working location

### **Staff Socials and Inset Days**

Staff information and team building days, plus plenty of social opportunities

### **Training & Development**

A commitment to training & development for all staff with regular progress & support reviews with your manager.

### **Wellbeing**

Mental wellbeing - webinars, courses, mediations, therapy session. Free gym membership at Colombo Centre.

### **Staff Discounts**

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

### **Nursery Discount**

20% discount on nursery fees for staff whose children are enrolled in Coin Street Nursery.

## LIFESTYLE

