

We're a
neighbourhood
like no other.
Be part of it.



Welcome to Coin Street.



So what exactly is Coin Street?

We're a community-led social enterprise, meaning we use activism, connection and expertise to protect and nurture our local area.

Since we began our mission back in the 1980's, when our area of London's South Bank was largely unloved and derelict, we've worked tirelessly to create 13 acres of dynamic, welcoming and creative urban landscape. Here we provide homes, public spaces, and opportunities for independent businesses to flourish.



But it's not just about spaces...

As well as maintaining buildings and businesses, we offer sports, health and wellbeing initiatives to the community, along with support and education for people of all ages.

We're here every day, for everyone.

Job pack

Coin Street

Who you are.

You're driven, innovative and ready to make a difference to people from ALL walks of life, in a neighbourhood with an incredible history and an even more exciting future.

If you're passionate about what people can achieve together, and the positivity forged from community, join us in our mission to foster inclusivity, growth, and well-being for all in this very special place.



Why join us?

- Make a unique difference in a unique place.
- Thrive in a dynamic community, with a passionate team
- Grow your skills and career while helping to change lives for the better.

Ready to take action?

The role.

Job title:	EARLY YEARS LUNCHTIME ASSISTANT
Reports to:	Deputy Early Education Coordinator
Contract:	Part Time, 20 hours per week 10:00am – 2:00pm, Mon – Fri
Salary:	£18,369 per annum (£14.13 per hour)

About the role

The purpose of the role is to be part of an education team where you will use the relevant skills to ensure that the activities you are planning are inspiring the children's learning and curiosity. You will be responsible for observations, safeguarding the children and ensuring the efficient running of the nursery.

Who you will work with

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.

Your day-to-day

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. Oversee and support mealtimes, assisting staff as required, showing due consideration to children's individual dietary needs and requirements.
3. Store, prepare and serve food and snacks in accordance with food hygiene regulations and following best practice.
4. Ensure children are safe, secure, and challenged through risk assessed activities. Maintain the nursery environment both inside and out.
5. Communicate effectively, listen to children, talk with them, support and encourage them to be independent.
6. Provide personal care for the children whilst at the same time encouraging their independence and self-help skills.
7. 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.
8. Support the Early Years team to supervise children at sleep time, indoor and outdoor activities which follows shortly after children have eaten.
9. Contribute to and implement all nursery policies and procedures ensuring and adhere to the Coin Street staff code of conduct.
10. Have due regard for safeguarding and promoting the welfare of children, implementing Coin Street's safeguarding procedures, and reporting any concerns to the Designated Safeguarding Leads.
11. 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.
12. 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.
13. Carry out the responsibilities of the post with due regard GDPR requirements and the maintenance of confidentiality and service user choice and in compliance with nursery policies and procedures.
14. To make appropriate use of information technology and systems, such as the nursery software application.
15. 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.*

Who we're looking for.

Knowledge and 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

3. Grade 'C' or above in GCSE Maths and English (or equivalent).
4. Working towards a Childcare or Early Years Education qualification equivalent to NVQ2 or above.
5. Previous experience of working within an Early Years environment.
6. 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.
7. Experience in maintaining a nursery environment, taking pride in their work.
8. Knowledge of safeguarding and child protection procedures.

Skills and abilities

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

5. Ability to communicate effectively verbally and in writing, to record and maintain accurate online and paper records.
6. Commitment to work well independently and collaboratively as part of a team.
7. Understand the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations.
8. A confident, calm and enthusiastic individual who is naturally warm and welcoming.
9. A level of physical and mental health adequate for the demands of the job.
10. 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's in it for you.

Holiday

Take a break with 35 days of leave per year (inc Bank Holidays), increasing with your length of service.

Pension

Save for your future with our 5% pension contribution, when you contribute at least 3%.

Protection

We're here for you, with Income Protection, Death In Service benefit (3 x salary), and Critical Illness cover.

Investment in you

Feel part of our community with information and team building days, plus plenty of socialising.

Wellbeing

We prioritise your wellbeing with webinars, courses, meditations, and therapy session, plus free gym membership at Colombo Centre.



Sick pay

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

Flexible working

We trust you to do your job, so where possible, we offer flexible working and hybrid working.

Community

Feel part of our community with information and team building days, plus plenty of socialising.

Staff discounts

Enjoy a wide range of discounts from retailers and service providers for shopping, dining, experiences, car maintenance, study, and more.

Nursery discounts

Enroll your kids in our nursery, and receive 20% discount on nursery fees.



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