



# Working at Coin Street

Job pack

# 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.

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 EDUCATOR (LEVEL 3) / EARLY YEARS PRACTITIONER (LEVEL 2)</b>
Reports to:	Early Years Educator Room Lead
Contract details:	40 hours per week (f/t), permanent Mon-Fri, shift rota (7:45am – 6:15pm)
Salary range:	Level 3 qualified at £25,084 Level 2 qualified at £24,003

## ROLE SUMMARY

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.

## 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 practised in an inclusive environment.
2. Work as part of a team to deliver a high quality, accessible early years curriculum for children in accordance with the Early Years Foundation Stage framework.
3. Plan, prepare, develop and evaluate activities for individual and groups of children ensuring variety that maintains the interests of children and contributes to the children making progress in their learning and development.
4. Ensure children are safe, secure, and challenged through risk assessed activities. Maintain the nursery environment both inside and out, including the cleanliness of all toys, equipment, materials and play areas.

5. Be the key person for a group of children. Observe, monitor and record the progress of the children identifying next steps that will support their learning and development.
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 take all reasonable care to promote the health and safety of the children. Render first aid in accordance with policy and ensure accurate records are kept.
8. Carry out purposeful high-quality observations and contribute to children's assessments using the information to inform future planning.
9. Communicate effectively and work in partnership with parents/carers, establishing supportive, positive relationships enabling parents/carers to provide feedback, input their views and ideas to further support their child's development.
10. Attend and contribute to parents' consultations to ensure that children's progress is shared with parents on a regular basis.
11. Work in partnership with all Children Centre staff and outside professionals to promote the wellbeing of the child and ensure that all children make good progress and develop to their full potential.
12. Communicate effectively, attend and contribute to staff meetings, supervision sessions ensuring these are conducted in a professional manner.
13. Support students, volunteers, unpaid staff and students undertaking work placements, ensuring they are given the proper support to acquire the skills and knowledge to work effectively within the setting.
14. Keep up to date with current developments, research and training, share and develop good practice to continuously enhance your own role, taking responsibility for identifying and addressing training and development needs.
15. Contribute to and implement all nursery policies and procedures ensuring and adhere to the Coin Street staff code of conduct.

16. 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.
17. Work actively to prevent discrimination with regards to protected characteristics in line with current equalities legislation, promote inclusion, develop community relations and tackle any form of discrimination or racism.
18. 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
19. Carry out the responsibilities of the post at all times with due regard for Data Protection requirements (GDPR) and the maintenance of confidentiality and service user choice and in compliance with nursery policies and procedures.
20. Make appropriate use of information technology and systems, such as the nursery software application which records what activities and learning children have taken part in.
21. 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.
22. Work in other parts of the Children's Centre such as the Creche and Holiday Club when required.

## 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.*

## PERSON SPECIFICATION

### KNOWLEDGE & EXPERIENCE

#### ESSENTIAL

1. **Early Years Educator:** A full and relevant Childcare or Early Years Education qualification equivalent to **NVQ level 3** or above; OR  
**Early Years Practitioner:** A relevant Childcare or Early Years Education qualification equivalent to **NVQ level 2**
2. At least two years' experience of working within an Early Years environment, demonstrating continuous professional development (or at least 6 months experience for an Early Years Practitioner)
3. Grade 'C' or above in GCSE Maths and English (or equivalent)
4. Knowledge and understanding of statutory frameworks relevant to Early Years' services, including Ofsted and the Early Years Foundation Stage
5. 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
6. Excellent reading, writing and IT skills
7. A child-centred approach to teaching using creative and exciting methods to engage and stimulate
8. Experience in maintaining and managing the nursery environment, taking pride in their work
9. Knowledge of safeguarding and child protection procedures

#### DESIRABLE

10. Experience of working in an early years setting in a complex inner city environment, with a focus on vulnerable families
11. Experience of working with children with additional needs
12. Experience with using online tracking and assessment software (First Steps/Parenta/Family etc)

## SKILLS & ABILITIES

13. A personal commitment to and enthusiasm for Coin Street's ethos and mission.
14. Reliable, trustworthy, committed and punctual with a confident, calm approach who is naturally warm, welcoming and enthusiastic.
15. Ability to undertake care routines and pay attention to ensure children's needs are met
16. Ability to develop good working relationships with parents/carers and understanding of the importance of partnership working, with strong communication skills particularly with children.
17. Ability to observe, record and plan to support and develop children's learning
18. Ability to communicate effectively verbally and in writing, to record and maintain accurate online and paper records
19. Understand the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations
20. A confident, calm and enthusiastic individual who is naturally warm and welcoming
21. A positive approach and commitment to continuing their professional development
22. A self-motivated proactive individual, who uses their own initiative to get things done
23. A level of physical and mental health adequate for the demands of the job

**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) and Income Protection.

### 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

15% discount on nursery fees for nursery staff whose children are enrolled in Coin Street Nursery.

## LIFESTYLE

