



Application Pack

for the role of

Bank Staff Practitioner

Job Description

- Title:** Bank Staff Practitioner, Gullane Community Children's Hub
- Accountability:** The post-holder will be responsible to Gullane Community Children's Hub Manager/Deputy Manager and Volunteer Management Committee
- Responsibility:** The Practitioner will be responsible (together with the staff team) for the welfare of the children attending the Hub under the supervision of the Hub Manager and Deputy Manager
- Location:** The Old Primary School, East Links Road, Gullane, EH31 2AF
- Salary:** from £8.91 per hour, dependent on experience

General Information

Background:

The Gullane Community Children's Hub ("the Hub") is a Scottish Charitable Incorporated Organisation which provides care for children aged between 2 and 12 years old. The Hub is located within the Old Primary School, behind the library, in the beautiful seaside town of Gullane. The Old Primary School is a space which is dedicated to children and offers fantastic indoor and outdoor play opportunities. The Hub is run by a management committee of parents and carers who are elected on an annual basis. The Hub runs a Breakfast Club, Playgroup, After School Club and Holiday Club throughout the year. Our Manager and Deputy Manager are assisted by a committed staff team who work across our services.

Purpose of the job:

The Practitioner will work with the Manager and Deputy Manager and other members of the staff team to provide an engaging environment in which the children attending The Gullane Community Children's Hub can play safely and develop their skills.

Duties will include:

- Helping to set up for sessions, ensuring a safe and secure environment in which the children can play and extend their interests and learning
- Creating a welcoming and inclusive atmosphere. Developing relationships with each child and family and respecting each person as an individual
- Working effectively and supportively within a small staff team
- Being involved in the general activities of the Hub, including supporting fund-raising events
- Assisting in planning activities, contributing ideas and organising the Hub environment to suit the children attending, under the guidance of the Manager/Deputy Manager
- Supporting children sensitively and effectively when required and making written observations regarding their wellbeing and development
- Maintaining high standards of tidiness and cleanliness at all times
- Adhering to Hub policies and procedures and the staff Code of Conduct to ensure the wellbeing and safety of all
- Maintaining confidentiality and acting professionally at all times

Training in First Aid, Child Protection and Food Hygiene is mandatory and will be arranged if required soon after appointment. There will also be opportunities to attend other CPD courses and to pursue a relevant childcare qualification to satisfy SSSC conditions if applicable and the position becomes more long term.

PVG/SSSC Membership

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made. If the successful candidate is currently a member an update will be requested. Applicants should also be registered with Scottish Social Services Council (SSSC).

Person Specification

You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as being a team player.

Qualifications, Skills and Experience	Essential	Desirable
SCQF Level 7/8 (SVQ3 or HNC/SVQ 4) in Child Care/Play work or equivalent, or to work towards achieving this.		X
Previous experience of working with children aged 4-11	X	
Good communication and organisational skills	X	
Ability to work as part of a supportive and cooperative team	X	
Experience of working in an outdoor or Forest School setting		X
Good knowledge and understanding of ensuring equality and inclusion	X	
PVG Membership (will be arranged if not already a member)	X	
Scottish Social Services Council (SSSC) Registration		X
First Aid Certificate (or willing to obtain asap)	X	
Child Protection certificate (or willing to obtain asap)	X	
Food Hygiene Certificate (or willing to obtain asap)	X	