

Parent and Child/Baby Coordinator

Position:

Parent & Child/Baby Coordinator

Responsible to

College of Teachers and Early Years Manager

Salary:

£12.31 per hour

Hours of Work:

Monday through Friday | 09:00 to 13:00hrs
As per Term Dates

Contract:

Part Time Permanent

Job description

Principally the role is to deliver 6 Parent and Child/Baby (18mths to 2.6 Years) Sessions per week (depending on numbers) for 35 weeks of the school year. There is no assistant to this post.

The Role Includes:

- To hold a group of children with their parent(s), helping them to engage in the social setting and with the rhythmically structured morning.
- To work within the Early Years department's policies and procedures, and to use them to inform your practice
- To attend training sessions and uptake school's online training resources (e.g. 1st aid, fire safety, safeguarding, health & safety)
- To maintain the environment and set out the room for each session and to ensuring all equipment is stored away tidily and safely after the session
- To ensure that the environment is clean and tidy after every session and co-ordinate with other room users to ensure that the room is well managed.
- Order materials and manage the budget
- To Manage the care of children needing first aid in cooperation with the child's parent/carer and with the required training
- To encourage age-appropriate play and inspire parents through example
- To lead in craft activities e.g. bread making, painting etc.
- To maintain the register of attendance, liaise with new families prior to admission and liaise with admissions and finance
- To promote appropriate events associated with the school and provide parents with relevant information

- To provide a gateway to the school, working to bring families into the school community and encouraging applications for Kindergarten
- To present the Waldorf approach to parents and carers, verbally and through example
- To participate in any meetings where required to support planning and review, develop practice and undertake study
- To liaise with the SENCo and DSL regarding any child with SEND and Safeguarding concerns.
- To be familiar and learn about the principles of Waldorf Education and work within them.
- To keep information confidential
- To comply with any other duties reasonably requested by the school.

Essential to the role:

- Excellent organisational skills
- Strong self-motivation, perseverance and sense of responsibility

Desirable:

- Experience of working within a Steiner/Waldorf Early Years environment
- Qualified first aider or willingness to undertake First Aid training
- Food Hygiene certificate
- Basic knowledge of Health & Safety

Essential Application Information

Brighton Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from the country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last three months, will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

Further information about our school can be found on our website
<https://www.brightonwaldorfschool.org/>

Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to admin@brightonwaldorfschool.org

If there is any reason you are not able to email your application, please send by post to

School Administrator
Brighton Waldorf School
Roedean Road
Brighton
BN2 5RA.