

Early Years Volunteer

Role Description

Job Title: Early Years Volunteer

Location: Various locations across Staffordshire

Key Responsibilities:

- Prepare for sessions – set up activities, prepare refreshments, check for hazards, check equipment.
 - Welcome families/ children to sessions
 - Support engagement within activities
 - Clear away, clean equipment, plan for next session
 - Complete registrations and registers for session – liaise with early years administrator for non-registered parents
 - Complete Volunteer Handbook with hours, training attended and reflection
 - Design and produce displays if appropriate.
 - Safeguarding – report any concerns to the Early Years Setting Manager
 - Maintain relevant risk assessments for sessions- Room Lead and Manager can assist with this
 - Adhere to the Early Years Setting policies and procedures.
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Person Specification:

- Can do attitude
- Creative thinking
- Good communication skills
- Good organisational skills
- Be able to lone work
- Monitor work completed
- Manage own time
- Record and report new developments in local area

No qualifications or experience necessary. Full training will be provided where appropriate to role.