



The Wickbourne Centre, Clun Road, Littlehampton, West Sussex, BN17 7DZ
01903 782744 | hello@arunchurch.com | www.arunchurch.com

Job Advertisement:



Childcare Assistant, Playcentres

Are you experienced in childcare? Do you have a passion for working with young children? Could you join our team as a Childcare Assistant?

Arun Church is looking for Childcare Assistants for both **Playcentre Wickbourne** and **Playcentre Rustington** our highly regarded pre-schools. You will be a positive, hard-working individual, experienced in caring for young children.

Our [Playcentres](#) are open for 2–4-year-olds during term-time from 9am to around 4pm in our modern facilities. In addition to a strong focus on play indoors and outdoors, we excel at providing the best level of care in a safe environment for our children, including those with additional support needs.

- £7.55 – 12.56 per hour plus holiday pay, dependent on qualifications & experience.
- 10-16 hours per week, Term Time Only (39 weeks a year).
- Hours between 9am and 4:15pm Monday to Friday.

Appointment to the post will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check, and registration with Ofsted.



Arun Community Church is a Registered Charity (1105394) and Limited Company (05183641)
Arun Community Church: Wickbourne Centre is a Registered Charity (1107647) and Limited Company (05183674)
Refresh Trading is a Limited Company (5591456) owned and operated by Arun Church
Arun Creative is a Limited Company (11890575) owned and operated by Arun Church

About Us:

Arun Church is a vibrant organisation that is passionate about serving God and changing our community for the better. We run many initiatives including CAP Debt Help, Arun Youth Projects, Playcentres, Refresh coffee shop and social activities in addition to our Sunday services. Our offices are at the Wickbourne Centre which is owned by the Church. We also own premises at 102-104 The Street, Rustington where we lease offices to tenants upstairs and our Playcentre downstairs. We meet on Sundays at The Littlehampton Academy.

Playcentre Wickbourne is a pre-school for children from the age of 2 to when they start school. We open from 9am to 4pm term time only in our modern and spacious facilities.

Playcentre Rustington is a highly regarded pre-school which originally opened in 1992 as a creche service. We now open for 2-4 year olds during term-time from 9am to 3:45pm in our versatile facility.

In addition to a strong focus on play both inside and outside in all weather, we excel at providing the best level of care in a safe environment. We work closely with statutory and voluntary sector colleagues to support families, and our staff go above and beyond to make a lasting difference to these young lives. As part of Arun Church, we're on a mission to bring life to families every day through our childcare.

Our Vision, Mission and Values:

Our vision is to see the good news of Jesus change lives, communities, and the world. Our mission is **bringing life to everyone, everywhere, everyday**. We want to empower our church and our employees to bring life wherever they go. That will look different in each context, but is typically about being a source of joy, energy, and compassion to others. We understand that not all employees will share our faith or the motivation behind what we do, however we do expect all staff to agree with our aim of making a difference to the people and community around us, and to respect our method of doing so.

The following values describe who we are and who we want to become as an organisation. They guide us in our day-to-day conduct, our decision-making, and in our hiring:

- **God First:** we take our cue from the life of Jesus outlined in the Bible, and our actions are informed by His example. We ask employees that do not have a Christian faith to work in a way consistent with the teachings of Jesus such as showing compassion, serving others and being non-judgmental.
- **Passionate:** we are motivated by excellence and a desire to make a difference
- **Brave:** we are not afraid to take risks or to fail, but we always try
- **Generous:** we freely give our resources to enable others
- **Together:** we support and value each other, celebrating teamwork and championing individuals



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Job Description: Childcare Assistant

Role Purpose:

To provide a high standard of care for children in the Playcentre through a stimulating and varied programme of play and learning opportunities.

Principle Responsibilities:

1. To provide a wide range of engaging activities for children, appropriate to their needs and developmental stage.
2. To undertake a Key Worker role and show excellent understanding of the children in your group, encouraging parental involvement at every opportunity.
3. To support colleagues to establish a safe, fun and friendly culture.

Key tasks:

1. To help create a positive, inclusive environment that promotes open and equal opportunities for children and adults.
2. To engage with the children actively at all times, encouraging learning, reading stories, playing games, plus helping with toileting and mealtimes.
3. To observe children's progress in the Early Years Foundation Stage (EYFS) standards of learning and development, keeping records.
4. To help ensure high standards of hygiene and safety, keeping the setting clean and tidy inside and out, ensuring books, toys and equipment are in good order.
5. To assist the smooth transition of children from one age-related area of the setting to another and to school.
6. To develop a good working relationship with parents/carers to help fully integrate children into the setting.
7. To support management in liaising with other professionals from statutory and voluntary agencies as appropriate, for the benefit of the children and families.
8. To attend additional meetings, activities and training as required, including some out of working hours. (e.g., staff meetings, parents' evenings, etc).
9. To be aware of and follow all policies and procedures, including safeguarding, confidentiality, daily routines, staff to child ratios, risk assessments, session planning, etc
10. To be flexible within working practices, taking initiative, and carrying out other such duties as may be required from time to time.



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Person Specification

The following person specification lists the criteria we are looking for in candidates.

Essential:

- Experience
 - At least 1 years previous experience in a childcare setting, with excellent knowledge of the Early Years Foundation Stage.
- Skills/Knowledge
 - A good understanding of safeguarding principles, and an ability to work in a way that promotes the safety and wellbeing of all.
- Character: Personal Qualities, Beliefs & Values:
 - A friendly, enthusiastic and reliable character who works well with others in a professional and personal capacity.
 - Evidence of willingness to undertake further personal and professional development
 - An understanding of and sympathy towards the Christian faith

Desirable:

- Qualifications
 - Level 2 or higher qualification in Early Years and Childcare, or equivalent.
 - A current first aid certificate
 - Basic food hygiene certificate
- Experience
 - Experience of working with children with additional support needs.
 - Experience in partnership working with parents, carers and other professional agencies
- Skills/Knowledge
 - A creative and imaginative approach to play, developing ideas from children's interests while maintaining the observing, planning and evaluation cycle.
- Character: Personal Qualities, Beliefs & Values:
 - Evidence of commitment to personal development through ongoing learning, and a willingness to undertake further training.
 - A commitment to seamless indoor/outdoor provision whatever the weather



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Other information

Hours:	Between 10-16 hours per week. Term Time Only (39 weeks per annum).
Work Pattern:	To be confirmed. Usually Monday to Friday between 9am-4:15pm, Term Time Only (39 weeks).
Work Base:	Playcentre Wickbourne, The Wickbourne Centre, Littlehampton, West Sussex, BN17 7DZ OR Playcentre Rustington, 102-104 The Street, Rustington, West Sussex, BN16 3NJ
Reports to:	The Pre-School Manager
Contract	Permanent or Fixed-term
Salary Range:	£7.55 – £12.66 per hour (plus holiday pay), dependent on qualifications & experience.
Pension:	Employer contributions start at 5% of salary.
Annual Leave:	25 days per annum pro rata to be taken during school holidays, plus bank holidays.
Probation Period:	3 months
DBS:	Appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check, and registration with Ofsted.
Company Employment:	Arun Church have several different companies under the church umbrella. Employment for this role is through Arun Community Church: Wickbourne Centre a registered charity (1107647) and Limited Company (05183674).



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Inclusion and safeguarding

As a church we are committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation, or physical and mental capability. We recognise that people hold different values and beliefs to our own and we acknowledge the freedom of people to hold and to express these respectfully and freely within the limits of the UK law. We will never impose our Christian faith on others but allow spaces to explore belief and values in a respectful environment. We form partnerships with other churches, voluntary groups, statutory agencies, and local government where appropriate to provide the best service for our community.

Arun Church recognise our responsibility for safeguarding and that everyone has a right to be safe from harm. Everyone in our care will be valued and respected, and their needs put first. We will challenge stereotypes and assumptions while recognising that some people are vulnerable and may require additional support. We recognise that creating a culture of safeguarding is everyone's responsibility and applies to all staff, trustees and volunteers working across the whole organisation. Our safeguarding policy is available to everyone at arunchurch.com/safeguarding.



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