

St Peter's Wellesbourne

Role: Little Angels Co-ordinator

Role Outline: To be responsible for co-ordination of Little Angels sessions including Craft, Reading, Singing, Playing Games and Worship

Appointed by/Responsible to: PCC/Vicar

Skills/Experience needed: The co-ordinator will need some administrative skills, be organised and reliable, it will help if they have experience of similar work

Main tasks:

The Co-ordinator will be responsible for:

- Arranging the setting up and clearing away of the weekly sessions. If the co-ordinator is unable to do this then they should arrange for another DBS checked volunteer to cover or cancel that session.
- Ensuring that there are at least two adults present at each session (one may be the co-ordinator) who are not a parent/carer of an attendee.
- Encouraging the toddlers in their learning, playing and worship.
- Taking responsibility for the petty cash and purchases necessary to run each session as well as buying new equipment.
- Ensuring that equipment is safe to play with and removing any damaged articles.
- Ensuring all parents/carers/team members sign in on arrival. This record is to be kept and passed onto the safeguarding officer at the end of the year.
- Being aware of all relevant procedures especially the Diocesan Safeguarding procedures.
- Alerting the Safeguarding Officer about any concerns for children and vulnerable adults identified by themselves or other volunteers.
- Arranging an act of worship as appropriate

Additional Info: The Supervisor will require a DBS check.

Time Commitment: Sessions Mondays 1.30 – 3.00 pm in Term Time (plus 15 mins before and after each session to set up/clear away)

Review Date: **January 2020**