

JOB DESCRIPTION

POST DETAILS

Job Title: **Sensory Centre Assistant (Weekend role)**

Salary:

- Inline with the National Living Wage

Location of Work: Ruby's Fund Sensory Centre, Congleton

Directly Responsible To: Operational Lead

Flexibility to be required to cover staff sickness and holidays in the week is expected

PRIMARY PURPOSE AND SCOPE OF THE JOB:

To support the Operational Lead to develop the centre by providing support to families with disabled children and young people through the delivery of sessions and activities to meet local need.

WORKING RELATIONSHIPS

To work alongside colleagues and other partner organisations including schools and colleges, service users and other members of the public.

KEY TASKS AND ACCOUNTABILITIES

1. Prepare and fully set out equipment before the centre users arrive, likewise ensuring all such equipment is stored safely at the end of each session, leaving the setting clean and tidy.
2. To assist with the serving and making of refreshments in the café.
3. To ensure that the building is a safe environment for users, staff and others, that the equipment is safe, standards of hygiene are high, safety procedures are implemented at all times.
4. To work as part of a team and undertake a variety of roles and responsibilities appropriate to service needs.
5. To work on your own initiative, determine appropriate courses of action to a range of issues, and prioritise your workload to meet required deadlines.

6. To work collaboratively with colleagues and carry out tasks effectively, knowing when to seek help, support and advice.
7. To undertake general office duties including; handling telephone calls, data inputting, producing documentation.
8. To carry out all duties with due regard to confidentiality and data protection regulations.
9. To undertake such additional duties and training as are reasonably commensurate with the level of this post.
10. To set and pack away for parties and events

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, Ruby's Fund will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description Prepared: August 2014 **Revised:** March 2018

Prepared & Revised By: Alison Parr

Agreed Job Description Signed By Holder:

(To be signed only following appointment)

Date Job Description signed by Holder:
