



**Early Years Alliance**  
50 Featherstone Street, London EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

**JOB TITLE: BABY AND TODDLER DEVELOPMENT WORKER**

**BASED: MILTON KEYNES**

**DEPARTMENT: BUSINESS DEVELOPMENT**

**RESPONSIBLE TO: EARLY YEARS DEVELOPMENT MANAGER**

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**JOB PURPOSE:** The Early Years Alliance supports early years providers to deliver high quality, affordable and sustainable care and learning to families to ensure all children regardless of background are given the best possible start in life. This role will support and develop Baby and Toddler groups and link with Children and Family Centres in Milton Keynes.

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**SAFEGUARDING REQUIREMENT:**

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

1. To keep up to date a database of all Baby and Toddler groups across Milton Keynes.
2. To establish contact with group leaders.
3. To work with the Early Years Development team to arrange, prepare and deliver high quality online / face to face network meetings to support groups.
4. Deliver high quality early years activities as directed
5. To promote the Baby and Toddler toolkit.
6. To promote Alliance membership, membership benefits, training and publications.
7. To visit the Milton Keynes Community Shop (Kingston) Ltd half termly to work with the staff to develop their knowledge of the Alliance, to enable them to promote the Alliance and Alliance services to customers that visit the shop.

8. To develop your role within the team in line with the Charity's performance standards and values.
9. To attend, contribute at regular staff / team meetings.
10. To attend any conferences, training events or meetings as identified.
11. To ensure adherence to Alliance's code of practice on confidentiality and to be compliant with GDPR.
12. To keep up to date with good practice.
13. To perform any other duties as deemed necessary by the Business Manager.

**EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

**POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

**HEALTH AND SAFETY:**

The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and follow correct reporting procedures.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

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**PERSON SPECIFICATION:****Essential Criteria**

1. Possess a childcare qualification at Level 3 or above, or other relevant qualification.
2. The ability to work in a team and under own initiative.
3. Good IT skills: the skills and ability to use Microsoft Office programmes including Word and Outlook.
4. Demonstrate an understanding of the Early Years Foundation Stage (EYFS), child development and how young children learn through play, talk and discovery, both indoors and outdoors.

5. Demonstrate an understanding of EYFS welfare requirements to provide a safe, stimulating learning environment, appropriate to all the ages and stages of the children attending.
6. Demonstrate an understanding of children and families from a range of cultures, lifestyles and circumstances, and with and without additional needs, to ensure children feel valued and respected for who they are.
7. Demonstrate an understanding of the value and importance of home learning.
8. Excellent customer awareness.
9. Commitment to young children and families.
10. Friendly, flexible approach.
11. Ability to work as a member of a team and on own initiative.
12. Demonstrate a good understanding of Safeguarding Procedures which includes attending regular update training.
13. Demonstrate a good understanding of safe and professional practice in working with vulnerable families, including to safeguard children.
14. Demonstrate excellent interpersonal and communication skills.
15. Ability to travel across the Milton Keynes area.

### **Desirable Criteria**

1. Experience of the Early Years childcare sector
2. Experience of delivering and managing stay and play session

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### **TERMS & CONDITIONS:**

**Grade: 3A**

**Salary: £5,243.21 per annum**

**Hours: 10 hours (Term Time 39 weeks)**

**Annual Leave: £887.31 (based on 25 days plus 8 bank holidays pro rata for part-time)**

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**Pension:** The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

| Date effective       | Employer minimum contribution | Employee minimum contribution | Total minimum contribution |
|----------------------|-------------------------------|-------------------------------|----------------------------|
| 6 April 2019 onwards | 3%                            | 5%                            | 8%                         |

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### **JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of Post holder:

Signature:

Date: