

**Job Title:** Support Worker – Early Years

**Department:** Early Years Services

This is a full-time permanent role of 37.5 hours per week, Monday to Friday. You will be based in our Castlemilk location, working alongside a great team and reporting to our Early Years Manager.

#### **About Us:**

Indigo Group, we are an award-winning childcare organisation that, for over 30 years, has made it our mission to empower families to overcome poverty and its challenges through the provision of innovative, family-informed, learning and childcare solutions from birth to 16 years. We are passionate and care for children, young people and their families, keeping them at the heart of our practice. Everything we do is values-led, it drives us, our behaviours and in turn, creates and embeds the culture we want to see from everyone who is part of Indigo. We adopt a 'Leadership at Every Level' and those with a passion to succeed will have full support and the opportunity to participate in work out with their immediate area if they so desire.

**We believe our strength lies in our people. Whatever your background, identity or experience, you will be welcomed, supported and developed here. We are committed to fostering a culture where everyone feels they belong and can thrive.**

#### **Our values are:**

- **Family-centred** – children, young people and their families will be at the heart of every decision we make.
- **Inspiring** – our children, young people and families to be ambitious, curious in learning, and to always wonder just what might be possible if...
- **Fun** – our team's happiness is infectious and will create a welcoming and fun experience for every Indigo stakeholder.
- **Nurturing** – we will nurture every child, family, team member and community to help achieve their fullest potential.
- **Innovative** – we will always ask our families and communities what they want and use this with our professional expertise to create transformational solutions.

#### **What you will be doing:**

As our **Support Worker**, you will be a role model in everything that you do, from promoting our Indigo brand and values to ensuring that everything you do in your role and for Indigo is delivered to the highest standard – the outstanding quality of service for our children, young people, families and our colleagues, ensuring that children and families are at the heart of your decision making.

Your primary role will be supporting staff and colleagues in the planning and delivering of stimulating, exciting and balanced learning programmes for our children and young people in accordance with the Curriculum framework, documents and our vision.

#### **Key Accountabilities – you will:**

- Be adaptable to working within different teams, routines and a variety of age groups
- Recognise when and where support is required and be on hand to help out other colleagues
- **Administration** – ensure that all key documentation is completed daily
- **Service Delivery** – ensure that all sessions are safe, fun and inclusive, consulting and involving children in the planning of their own learning
- **Set up** rooms for activities, participate in the learning alongside clearing away with the children
- Provide support to colleagues when taking the children on any trips or outings
- Assist with cleaning, storing and organising of resources for regular use and overall general cleanliness and tidiness of the service
- Follow and adhere to all policies and regulatory body governance to ensure that it meets the Health & Social Care Standards and SSSC

**Parent & CYP Engagement** involves:

- Being a supportive and positive role model of Indigo when engaging with and supporting parents, children and young people delivering outstanding customer service at all times – providing a welcoming environment throughout their time with us

**Training** – learning, training and development is important to us, therefore, to support your own learning and development, you will:

- Be required to attend regular training to ensure that all mandatory requirements are met
- Identify any training that you require to support you in your role through weekly discussions with your Lead CDO

**Health & Safety** – you will be asked to follow and adhere to all legal responsibilities and duties as set out under The Children Act (Scotland) 2014 and the H&S at Work Act. You will also ensure you take care of your own safety, that of your colleagues, children and young people and carry out any risk assessments of the environment or planned activities where required.

**Knowledge, Skills and Experience – we would like you to have the following:**

- An interest in and an initial understanding of National Care Standards alongside a willingness to learn about high quality childcare services
- Previous experience of working with or volunteering with children and/or young people is advantageous
- Good IT skills to assist with general administration responsibilities
- A passion and interest in working with children and young people
- Ability to work well in a team and show willingness to assume additional or new responsibilities
- Personable, positive manner and communication for engagement with our colleagues, families, children, young people and the wider community
- Someone who takes pride in their work and in everything that they do
- Is creative, has ideas or solutions to help us continually improve
- Proven ability to deliver consistent high levels of customer service
- Is flexible and adaptable to working with different teams and various children age groups
- Good attention to detail to aid understanding and following of our policies and procedures
- A willingness to learn and to continually challenge yourself

**What you will get in return from us:**

A salary of £24,570 per annum – pro-rata depending on the number of hours you will be working.

Our Indigo benefits include:

- 37 fully paid annual leave days per annum (based on a full-time role)
- Company pension
- Company sick pay
- Enhanced maternity pay
- Access to health insurance
- Discounted gym membership
- Childcare discounts
- Christmas savings club
- Team events
- Access to family support if required

- Indigo branded clothing
- Access to all mandatory, accredited and Indigo specific training courses for free