

## What is Sessional Work?

- Sure Start Children's Centres North Halifax Partnership have Sessional members of staff who are available to work and cover **when they are required**.
- This type of work may suit your lifestyle - **there are no set hours, it is casual work based on your availability**.
- This covers all areas of work - Administration, Reception, Childcare, Cook, Cleaner, Caretaker and Domestic.
- You give us your availability and we work around you!

### Benefits of becoming a Sessional Worker:

- Gain skills, knowledge and self-esteem.
- Improve your employment prospects.
- Enhance your CV.
- Develop existing skills and knowledge.

## Interested?

### Request an application pack:

- You can visit our website and download an application pack, or alternatively contact the Business Support Team on 01422 251090 who can post a pack out for you.

[www.surestartchildrenscentresnhp.org.uk](http://www.surestartchildrenscentresnhp.org.uk)

Once you have fully completed your application form:

- Return it by post or hand to:  
Core Services  
Kevin Pearce Children's Centre  
Ovenden Road  
Ovenden  
Halifax  
HX3 5RQ

Or email to: [Julie.jones@nhpltd.org.uk](mailto:Julie.jones@nhpltd.org.uk)

We will then send you an acknowledgement letter detailing the process and send for the two references you have put on your application. We will keep you updated with regular telephone calls or emails.

## Sure Start Children's Centres

North Halifax Partnership

## Becoming a Sessional Worker for Sure Start Children's Centres

Administration  
Reception  
Childcare  
Cook  
Cleaner  
Domestic  
Caretaker

Website:

[www.surestartchildrenscentresnhp.org.uk](http://www.surestartchildrenscentresnhp.org.uk)

Facebook:

Sure Start Children's Centres NHP

Telephone:

01422 251090

## Childcare Role

Childcare roles are based within one of our seven Day Cares. The aim of each Children's Centre is to provide a happy and safe environment for children to develop to their full potential.

You will gain experience in a variety of duties including:

- Supporting the children's learning with regard to their individual social, emotional, physical and intellectual needs.
- Providing high quality integrated care and education for young children.
- Gaining a clear understanding of safeguarding policies and procedures.
- Working in partnership with parents and carers in the care of their children and to encourage participation in Centre activities.
- To assist in the liaison with other professional staff involved in meeting the needs of the child.

## Admin & Reception role

Administration and Reception roles are based within all of our 10 Children's Centres, providing the first point of contact for Service Users.

You will gain experience in a variety of duties including:

- Welcoming children, families, professionals and all other visitors to Centres and deal with them in a sensitive, respectful and appropriate manner.
- Acting as a reception point for telephone and personal callers, taking messages and dealing efficiently and courteously with enquiries.
- Ensuring the upkeep of the Centre's information noticeboards and replenishing information leaflets.
- Providing a full, flexible efficient and responsive administrative and clerical support to the Centre staff as required, including routine word processing, data collection and input.
- Assisting in the production of materials for the Children's Centres, e.g. leaflets, signs and information using desktop publishing.

## Support Staff role

Support staff consist of Cooks, Cleaners, Caretakers and Domestic staff and work across all of our 10 Children's Centres.

You will gain experience in a variety of duties including:

- General cleaning and maintenance duties, e.g. mopping, washing, vacuuming, polishing and dusting.
- Responsibility for the security of all buildings .
- Awareness of COSHH.
- Unlocking buildings for events or staff use and to lock up securely as needed.
- Food preparation and serving of meals for a group setting.
- Planning a varied healthy menu.
- Knowledge of food preparation routines - hand washing, use of utensils, health and safety routines.