

**Job title:** Sensory Assistants  
**Reporting to:** Senior Management Team  
**Contract type:** Permanent  
**Contracted hours:** Part-Time  
**Working pattern:** Evenings and weekends  
**Remuneration:**

Age 25+	Age 21-24	Age 18-20	Age 16-17
£8.51	£8.00	£6.45	£4.65

**Conditions:** A six-month probationary period applies. The centre will be open Monday – Sunday from morning to evening. Applicants must be able to work on a rota basis between the hours Monday-Friday 5pm-9.30pm, Saturday 9am-9.30pm, Sunday 9am-6.30pm, including bank/public holidays and be flexible to meet business needs.

### Key Purpose:

The post holders will support the Sensory Coordinator in setting up the sensory and quiet rooms. They will be responsible for advising the families and/or carers on the use of the equipment and supporting visitors who have additional needs, helping them to make full use of the sensory and/or quiet rooms.

They will be responsible for providing a welcoming environment for people with learning, physical and emotional difficulties, including autism and those with Mental Health issues.

### Main Responsibilities and Duties to include:

- Provide a welcoming and rewarding experience for all our guests
- Facilitate a positive experience for centre users by communicating with and interacting appropriately with guests and visitors with additional needs providing support where appropriate
- Update the booking schedule to ensure that the sensory and quiet rooms are not over booked
- Update the records of users' needs to facilitate their initial session, and on their experience of the equipment to guide subsequent visits
- Respect each individual's right to privacy and ensure that their dignity is maintained at all times
- Monitor each individual's use of sensory equipment and resources
- Safeguard and promote the welfare of children and vulnerable adults with whom you come into contact, to include adhering to all specified procedures
- Deal with customer complaints sensitively and report to the duty manager where appropriate

- Prepare, set up, dismantle and/or store equipment in accordance with standard operating procedures and health and safety obligations
  - Maintain the sensory and quiet rooms in accordance with risk assessments, operating procedures and cleanliness standards including:
    - Daily Health and Safety checks
    - Turn on control system & test themes, lighting, sound and visual effects.
    - Consider levels of heating for the nature of the group
    - Select appropriate equipment for aims of each session including appropriate projector wheels etc.
    - Tidy the room after the group and re check any safety issues
    - Ensure all equipment is cleaned and maintained to the required standards in line with daily, weekly and monthly requirements
  - Support and enforce the Centre's policies and procedures – such as session times, payment and ticket collection
  - Promote and contribute to a harmonious working environment where all employees are treated with respect and dignity.
  - Comply with the organisation's Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality
  - Undertake any other duties of a similar nature related to this post that may be required from time-to-time.
- 
- **This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.**

## Personnel Specification

The Personnel Specification shows **essential** and desirable skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

### Job Title: Sensory Assistants

Factors	Essential Criteria
Qualifications and Experience	<ul style="list-style-type: none"> <li>Experience of working with children and/or adults with additional needs</li> </ul>
	<b>Desirable Criteria</b> <ul style="list-style-type: none"> <li>Experience of working with children and/or adults with autistic spectrum disorders</li> <li>Experience of working with children and/or adults with learning disabilities</li> <li>Previous experience working within a sensory room</li> <li>First Aid at Work for children and/or adults</li> <li>Safeguarding children and/or vulnerable adults training</li> <li>Experience of diary/schedule management</li> <li>Computer literate to include use of internet, Microsoft packages including Outlook, Word and Excel, and databases.</li> </ul>
Skills, Aptitude, Qualities and Behaviours	<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>Excellent communication skills with ability to communicate and interact with a range of people at different levels, from children to professionals</li> <li>Intuitive and can think on your feet.</li> <li>Be comfortable working with members of the public</li> <li>Ability to empathise and prioritise the customer's needs</li> <li>Possess a positive 'Can Do' attitude</li> <li>Have an outgoing, enthusiastic and friendly manner</li> <li>Ability to work well under pressure</li> <li>Able to demonstrate initiative and work unsupervised</li> <li>Willingness to be flexible and take on other duties in the Centre</li> </ul>

<b>Knowledge and Understanding</b>	<b>Essential Criteria</b>
	<ul style="list-style-type: none"> <li>• Familiar with the work and vision of Employers For Childcare</li> <li>• Understanding of additional needs</li> </ul>
	<b>Desirable Criteria</b>
	<ul style="list-style-type: none"> <li>• Knowledge of helpful approaches, strategies and interventions in working with people with learning disabilities / autism</li> <li>• Knowledge of relevant H&amp;S safety legislation that will impact on service delivery</li> <li>• Have a knowledge of a range of helpful communication techniques (e.g. Makaton, PECS, TEACCH System, etc)</li> </ul>
<b>Special Circumstances</b>	<b>Essential Criteria</b>
	<ul style="list-style-type: none"> <li>• Ability to work evenings and weekends.</li> <li>• This post is subject to a basic criminal record disclosure check. This will be applied for through AccessNI.</li> <li>• You must be resident in the UK and eligible to work.</li> </ul>