SERVICES SUPPORT ASSISTANT
JOB DESCRIPTION

SNAP Services and Admin

- To offer support to children, young people, and families in individual and group sessions. Also, to communicate with families where necessary and send them the information they require.
- To support the Family Team by taking notes during Face to Face sessions with families.
- To diligently keep appropriate user records and to write full updates of all contact with SNAP families.
- To collate notes from sessions and add these to the database.
- To assist with the daily running of The SNAP Centre and to provide office support for SNAP's services as required.
- To set up and tidy away for SNAP parent training talks and special events.
- To set up and tidy away for SNAP sessions, arranging and organising toys, equipment, furniture and refreshments.
- To cover reception duties when needed - including signing in families for sessions, greeting visitors and answering face to face enquiries.
- Other administrative and general SNAP duties as required.

Housekeeping and Premises

- To assist in the ordering, maintaining, cleaning and storage of equipment and resources. This will also involve date checking of stock and stock rotation.
- Helping to clean and tidy the Centre at the end of every day, including the kitchen and toilet areas and after sessions.

General Duties

- To attend training courses as required.
- To participate in SNAP social and fundraising activities.
- Any other duties to support members of the SNAP team as requested by the Senior Management Team.

Safeguarding

- All staff are responsible for promoting and safeguarding the welfare of children and young people in line with SNAP's child protection and safeguarding adults policies and procedures.
- Appropriate safeguarding training will be completed every three years.

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Special Needs And Parents Ltd
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