****

## United Synagogue Job Description

**JOB TITLE:** Children’s Educator and Service Leader

**LOCATION:** Finchley United Synagogue

**WORKING HOURS:** 45 minutes per session - Shabbat Mornings & Yom Tovim

**SALARY:** £50.00 per session

**REPORTS TO:** Chief Operating Officer and Parents Committee

**BENEFITS:** 20 days holiday, pro rata, plus Bank Holidays

Employee Assistance Programme

Ride-to-Work Scheme

Auto-Enrolled Pension

**INTRODUCTION:**

Finchley United Synagogue serve over 500 children between the ages of 0 and 13. We educate our children through our stimulating Children Services and program of events throughout the year. We seek two dynamic, enthusiastic, energetic, and experienced Children Service Leaders.

**DUTIES AND RESPONSIBILITIES**

* Prepare and lead the children’s service each Shabbat, Yom Tov’s and other areas that have responsibility
* Engage and inspire children of mixed religious observance and ages
* Bring innovative solutions to engage children which can be challenging with these age groups

**PERSON SPECIFICATION**

**The person to be appointed to this post should be able to demonstrate the following:**

* A strong background working with children
* Knowledge of the Shabbat morning prayer service
* Knowledge of parsha and the Jewish year
* knowledge of basic safeguarding process
* Strong communication skills, high energy, enthusiasm, and charisma so that they can engage and inspire children and ensure they enjoy the service in an environment that ensures all can take part and gain benefit from the service

**GENERIC DUTIES**

* Committed to the aims of the United Synagogue and act as an ambassador for the organisation
* Comply with The United Synagogue’s policy and procedures and code of expectations
* Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff
* Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
* Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
* Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
* Maintaining high levels of discretion and confidentiality at all times
* This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post, and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
* This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue’s operational procedures
* **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
* **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**