

Job description

Job title: Senior Childcare Worker

Grade: Dorset Grade 5

Job evaluation reference: EY507

Job family: Education and Youth

Purpose and impact

- To assist, and occasionally deputise for, the Childcare Manager in providing a safe, secure, and stimulating learning environment for children 0-11 years to ensure they are provided with the opportunities to achieve their full potential.

Key responsibilities

1. Prepare and organise resources for each session.
2. To work with the Childcare Manager to plan the curriculum and maximise the potential of each child.
3. To support the development of other staff, including training, assessment, monitoring and supervision.
4. Carry out planned activities under the direct guidance, direction and supervision of the Childcare Manager.
5. Be a member of the team providing high-quality day-care provision.
6. Contribute to the planning and delivery the Early Years Foundation Stage (EYFS) Framework of a curriculum, which leads towards the meeting of agreed objectives and targets (for staff, children and the setting).
7. Perform the Key Person role to ensure every child's learning and care is tailored to meet their individual needs. (from EYFS)
8. Engage and support parents and/or carers in guiding their child's development at home. Help families engage with more specialist support if appropriate, with due regard to confidentiality.
9. Keep records as directed by the Childcare Manager.
10. Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
11. Be committed to the principles of equality of opportunity for all.
12. Read, discuss, understand and implement all policies and procedures.
13. Willing to take on leadership of specific roles or manage projects in the setting, commensurate with the Grade.
14. Committed to undertaking further training and professional development as required which may be virtual or in person.
15. Adhere to local safeguarding children policy with a responsibility for promoting and safeguarding the welfare of children and young people.
16. Support the attendance of managers at meetings as appropriate (including outside the setting and out of working hours)
17. Any other lesser or comparable duties as required.
18. The postholder will be required to support the induction, further training and supervision of members of the team.
19. Within agreed policies and procedures, make decisions for the benefit of children in relation to their education activities, behaviour and care. These decisions often need to



be made immediately to deal with the situation presented, particularly in relation to the safety and welfare of children.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Childcare Supervisor / Manager

Responsibility for: Matrix-management and supervision of Childcare Workers & Childcare Assistants

Other factors

20. To hold a Level 3 Qualification.
21. Have a detailed understanding of child development and relevant experience of working with children.
22. Be able to act under own initiative and make decisions. for part of the working day, with overall guidance given by the Childcare Manager.
23. To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively.
24. Responsibility for a range of indoor and outdoor resources, books, stationery, writing equipment and IT equipment ensuring it is safe and suitable for the age range of the children.
25. Having contact with children on a 1:1 and group basis.
26. Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
27. Contact with professionals from a range of agencies to provide daily support for children to meet their individual needs.
28. Responsible for contact with parents / carers to provide support for children, such as giving feedback on children's particular needs.
29. Part of the working day is spent standing, with periods of crouching / bending to engage children in activities.
30. There may be occasional need to physically lift children.
31. The role will involve the intimate care of children (e.g. changing nappies and potty training) and is subject to an enhanced DBS check

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria. You should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below).

We will require evidence at interview of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Level 3 Early Years and Childcare Qualification	Application form
2. Paediatric First Aid Certificate	Application form
3. Food Hygiene	Application form
Experience	
4. Working / volunteering in a childcare setting.	Application form
5. Delivering the EYFS	Application form
6. Record keeping	Application form
7. Involvement in risk assessment.	Application form
Knowledge, skills and abilities	
8. A full understanding of child development	Interview Assessment
9. Safeguarding procedures	Interview Assessment
10. EYFS Framework	Interview Assessment
11. Record keeping	Interview Assessment
12. Observation and planning	Interview Assessment
13. Equality and inclusion.	Interview Assessment
14. Excellent rapport with children and young people	Interview Assessment
15. Effective team working	Interview Assessment
16. Listen and respond to direction from a manager	Interview Assessment
17. Maintain confidentiality	Interview Assessment
18. Effective communication	Interview Assessment



Our values	
19. Respect	Interview Assessment
20. Together	Interview Assessment
21. Accountability	Interview Assessment
22. Openness	Interview Assessment
23. Curiosity	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below at interview.

Qualifications, training or registrations	Assessed through:
24. Early Years Teacher or equivalent status	Application form
25. Training record demonstrates commitment to continuous professional development	Application form
26. GCSE grade C+ in Maths and English	Application form
Experience	
27. Encouragement of parental involvement	Application form
28. Leadership and Management	Application form
29. Supervision Procedures.	Application form
Knowledge, skills and abilities	
30. Effective leadership and management	Interview Assessment
31. Effective supervision	Interview Assessment
32. Presenting information clearly (orally and in writing.)	Interview Assessment
33. Effective deployment of staff.	Interview Assessment
34. Creating a stimulating and welcoming environment.	Interview Assessment

Approval

Manager's job title: Principal Lead for Best Start in Life, Liz Curtis-Jones

Date: February 2025



Dorset
Council

