

JOB DESCRIPTION

Job Title: **Childcare Assistant**

Job Ref: **CC 3.13**

Grade: **Dorset Grade 3**

Reports to: **Childcare Manager/Leader/Supervisor**

Main Job Purpose

To support The Prince of Wales Pre-School and CAPOW After-School Club in providing a safe, secure, and stimulating learning environment.

Main Responsibilities and Duties

- Carry out planned activities under the direct guidance, direction and supervision of the Extended Schools Leader.
- Be a member of the team providing high quality child care provision, and attend meetings as appropriate.
- Assist in contributing to the planning and delivery of a curriculum, which leads towards the meeting of agreed objectives and targets.
- Keep records as directed by the Extended Schools Leader.
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be committed to the principles of equality of opportunity for all.
- Read, discuss, understand and implement all policies.
- Encourage parental involvement and maintain confidentiality.

Knowledge and Skills

- To hold, or be prepared to work towards, an appropriate Childcare qualification (NVQ Level 3).
- To be committed to undertaking further training or development as required.
- Some understanding of child development and ways in which children can be encouraged to learn.
- To have the ability to establish good relationships with children, parents and other staff.
- To have a commitment to equal opportunities

- To relate well to children and adults and work cooperatively with the staff team and with parents to share knowledge and expertise for the benefit of the children.
- To be aware of the need for confidentiality.

Supervision and Management

- Typically there will be supervision available from the Extended Schools Leader.

Problem Solving and Creativity

- On a daily basis, under the direction of the Extended Schools Leaders, adapt activities for individual and groups of children
- Use a variety of techniques to establish supportive relationships with children, parents and carers.
- Guidance is normally readily available and more complex or controversial decisions will be referred to the Extended Schools Leader.

Key contacts and Relationships

- Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
- Contact with parents / carers and other agency staff to provide support for children, such as giving feedback on children's particular needs.

Decision Making

- Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

Working Environment

- Part of the working day is spent standing, with periods of crouching / bending to engage children in activities.
- There may be occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene needs.

Job description prepared by:

Gary Spracklen (Headteacher) - November 2025