

Job description

Job title: Childcare Assistant
Grade: Dorset Grade 3
Job evaluation reference: EY 509
Job family: Education and Youth

Purpose and impact

1. To support senior leaders in providing a safe, secure, and stimulating learning environment for the children.
2. To assist in creating a safe and stimulating environment to support the care and learning of children.

Key responsibilities

3. Item Carry out planned activities under the direct guidance, direction and supervision of senior leaders.
4. Be a member of the team providing high quality day care provision and attend meetings as appropriate (including outside opening hours)
5. Assist in contributing to the planning and delivery of the Early Years Foundation Stage (EYFS), which leads towards the meeting of agreed objectives and targets (for staff, children and setting).
6. Perform the Key Person role to ensure every child's learning and care is tailored to meet their individual needs. (from EYFS)
7. Engage and support parents and/or carers in guiding their child's development at home. Help families engage with more specialist support if appropriate.
8. Keep records as directed by senior leaders.
9. Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment environment.
10. Be committed to the principles of equality of opportunity for all.
11. Read, discuss, understand and implement all policies and procedures.
12. Encourage parental involvement and working in partnership with families and maintain confidentiality, where appropriate.
13. Willing to take on specific roles or manage projects in the setting that are commensurate with the grade.
14. Adhere to local safeguarding children policy. (Responsibility for promoting and safeguarding the welfare of children and young people.)
15. Any other lesser or comparable duties as required.

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

16. There will be supervision available from senior staff on a daily basis and regularly within the day.



17. Additionally there will be regular formal supervision to support performance management and safeguarding of children.

Other factors

18. On a daily basis, under the direction of senior staff, plan and carry out activities for individual and groups of children
 19. Use a variety of techniques to establish supportive relationships with children, parents and carers.
 20. Indoor and outdoor learning environments.
 21. Contact with children on a 1:1 and group basis.
 22. Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
 23. Contact with parents / carers to provide support for children, such as giving feedback on children's particular needs.
 24. Most of the working day is spent standing, with periods of crouching / bending to engage children in activities
 25. 23. There may be occasional need to physically lift children
- The role will involve the intimate care of children (e.g. changing nappies and potty training).

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 of the qualifications, training or registrations listed below.

Skills and abilities	
1. Excellent rapport with children and young people	Interview Assessment
2. Effective team working	Interview Assessment
3. Listen to and respond to direction from a supervisor	Interview Assessment
4. Maintain confidentiality	Interview Assessment
5. Effective communication	Interview Assessment
Our values	
6. Respect	Interview Assessment
7. Together	Interview Assessment
8. Accountability	Interview Assessment
9. Openness	Interview Assessment
10. 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.

Qualifications, training or registrations	Assessed through:
11. Current Level 2 and / or willingness to work towards Level 3 in Early Years and Childcare	Application form



12. Paediatric First Aid Certificate	Application form
13. Safeguarding training	Application form
14. GCSE Grade C in Maths and English	Application form
15. Health and Safety / Risk Assessment	Application form
16. Food Hygiene	Application form
Experience	
17. Working / volunteering with children	Application form
18. Assisting delivery of the EYFS	Application form
19. Record Keeping	Application form
20. Encouraging parental involvement	Application form
21. Involvement in risk assessment	Application form
Knowledge	
22. Understanding of child development	Application form Interview Assessment
23. Awareness of equality and inclusion	Application form Interview Assessment
24. Awareness of safeguarding procedures	Application form Interview Assessment
25. Understanding of the EYFS	Application form Interview Assessment
Skills and abilities	
26. Record keeping	Interview Assessment
27. Professional working relationships	Interview Assessment

Approval

Manager's job title: Amanda Davis, North Dorset Childrens Centre Manager

Date: March 2014

