



Assistant Childcare Worker - Nursery/Daycare

Grade: Grade 3

Accountable to: Senior Childcare Worker/Teacher/Nursery Manager/ Daycare Manager

Accountable for: None

Purpose

To work as an enthusiastic, motivated and committed team member in Boundstone Nursery School, providing an inclusive, caring and stimulating environment with exciting opportunities that meet all children's developmental needs and interests.

Key Accountabilities

The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the business/client, but accountabilities will include (or be equivalent in nature to) those listed below:

- Maintain the well being of the children and ensure that all children's daily requirements and personal needs are met with respect for the child's well being and safety e.g. toiletry needs, sleep time, fresh air etc.
- Ensure the smooth and effective running of the nursery, working as part of a team to promote a welcoming environment for families and their children.
- Engage in play activities with children extending these activities appropriately, e.g. arts and craft.
- Deliver a daily programme which will ensure the children's happiness and security and will foster all areas of learning.
- Provide clear and concise specialist advice and guidance to a range of customers by providing good communication and interpersonal skills. Maintain key working relationships with internal customers, team colleagues and external partners/organisations.
- Give particular attention to the language development of the children through stimulating play, stories and activities which are related to the needs of the individual child.
- Responsible for making observations of the children to inform planning and record keeping and sharing with appropriate people.
- Encourage close involvement of the parents/guardians in their child's development in the Nursery.
- Responsible for regularly handling, processing and storing confidential information relating to the service.
- Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

Role Demands

- The job requires concentrated sensory attention over lengthy periods in watching, listening and general attention to children.
- The role may be required to occasionally lift or carry items e.g. play equipment and regularly sitting/standing in constrained position whilst interacting with children.

- The work will sometimes involve exposure to people or subject matter, which occasionally place emotional demands on the job holder, through building a relationship with Children and Young People in order to provide a caring environment and maintain the child's welfare.
- Provide personal care to a range of Children and Young People if necessary.
- Due to the nature of this role the work can sometimes include contact with parents and/or children who may be abusive, aggressive or distressed.

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Person Specification

This section outlines the key criteria that must be addressed when submitting an application for employment as shortlisting for interview will be based on information supplied here.

Level of Knowledge

- Literacy and numeracy skills sufficient to maintain records and compile written reports.
- An understanding of basic child development, play, care and welfare.
- Knowledge of working with young children.

Qualifications and Professional Membership

- Good basic level of education with GCSE English (or equivalent) and/or relevant experience.
- Relevant Level 3 qualification, or Level 2 with the expectation of onsite training
- A commitment to personal and professional development.

Experience

- Experience of working with young children or in a relevant setting.

Skills

- Clear understanding of child development and knowledge of how the EYFS can be used to support learning. **Key Skill**
- Good communication and interpersonal skills in order to provide clear and concise specialist advice and guidance to a range of clients. **Key Skill**
- Ability to work as part of a team, building positive working relationships. **Key Skill**
- Flexible approach to team roles and supporting change. **Key Skill**
- Ability to work appropriately at all times and maintain discretion, when dealing with information that may be of a personal, confidential or sensitive nature. **Key Skill**
- Willingness to work flexibly, including extra hours, change of shift patterns and at other local authority early years provision within a reasonable distance.

Competencies

- Initiative - Following basic procedures with clear instruction only being required to make minor decisions involving initiative, e.g. disciplining a child within the guidance and policy but in accordance with the individual situation.
- Customer service - Works with a focus on delivering services to the customer, acting with integrity respect on behalf of the organisation and honouring confidentiality.

- Team work - Works as part of a team in order to deliver a service to others.
- Supports equality and diversity and respects customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion or ethnic origin.