
University of Sunderland

Role Profile

Part 1

lifechanging



**University of
Sunderland**

Childcare Officer

Job Title:	Childcare Officer
Reference No:	
Reports to:	Deputy Childcare Manager
Responsible For:	Nil
Grade:	C
Working Hours:	37
Faculty/Service:	Estates and Facilities/Childcare
Location:	St Mary's Childcare Centre
Main Purpose of Role:	To be responsible alongside other Childcare Officers for the provision of high-quality childcare and education to children from birth to five years
Key Responsibilities and Accountabilities:	<p>To have an outstanding knowledge and understanding of the Early Years Foundation stage curriculum, the welfare requirements and the development of children from birth to five years.</p> <p>To put into practice knowledge of the Early Years Foundation stage and deliver all welfare and curriculum requirements</p> <p>To provide a warm, friendly, professional and supportive environment for children, parents and staff</p> <p>To contribute effectively to the ongoing development of the Childcare service</p> <p>To ensure all required Ofsted, University and Service Policy, procedures and practices are implemented</p> <p>To play a full role in the planning, monitoring and evaluation of the curriculum.</p> <p>To carry out the roles and responsibilities of a key person including observations and assessments of individual key children ensuring that children's individual needs are met.</p> <p>To provide guidance to Childcare Assistants</p> <p>To assist and support in catering activities as required</p>

**Special
Circumstances:**

Out of hours meetings. Some weekend or evening work may be required.

Manual handling, First Aid, Food Safety and Safeguarding are an integral part of this post.

Specific dress requirements.

Enhanced DBS check will be required

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Role Profile

Part 2

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Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

Relevant Level 3 qualification in Childcare and Education

Knowledge and Experience:

Knowledge of Child Development and Early Years Foundation Stage Curriculum

Experience of working in a nursery environment with children from birth to five years

Safeguarding children knowledge/training

Desirable

Qualifications and Professional Memberships:

Knowledge and Experience:

First Aid

Food Safety Training

SEND Experience

ICT Experience including the use of word

Part 2B: Key Competencies

Competencies are
assessed at the
interview/selection
testing stage

Communication

Oral

- Delivery methods are chosen and tailored to aid understanding and meet the needs of others.
- Takes action to correct any misunderstandings or mistakes.
- Checks on recipient's understanding and takes action to remedy any miscommunications.
- Adapts style in response to feedback.
- Be able to communicate effectively with parents and provide daily feedback to them.
- Be able to communicate effectively with children and members of the childcare team.

Written

- Anticipates the others' needs for information.
- Adjusts the level of content to suit audiences with varying levels of understanding and ability.
- Provides information in a suitable format so that the others' needs are met.
- Uses a range of different formats, chosen to the diverse needs and ensure understanding

- To be able to provide observational reports and assessments of children within the Early Years.

Initiative and Problem Solving

- Analyses problems to identify their cause.
- Takes action to prevent recurrence of problems.
- Considers possible solutions to identify those which offer wider benefits.
- Obtains evidence to support intuition.

Pastoral Care and Welfare

- Calms and reassures those in distress.
- Provides assistance recognising the limits of own ability and responsibility.
- Refers to others when extra help is needed.

Service Delivery

- Adapts services and systems to meet customers' needs and identifies ways of improving standards.
- Learns from complaints and takes action to resolve them.
- Collates feedback and views from customers and keeps up-to-date with market trends to inform service development and make changes.
- Actively promotes services.

Planning and Organising Resources

- Suggests ways of improving working practice and use of resources
- Creates realistic plans to achieve own deadlines and objectives
- Monitors progress of self and/or others so that corrective action can be taken if needed
- Able to plan for children individually showing creativity and an in-depth understanding of child development and the Early Years Foundation stage curriculum
- Ensure effective time management of key person tasks

Teamwork & Motivation

- Helps to clarify priorities and ensure that they are understood by all
- Supports colleagues in need of extra help
- Acknowledges and supports the achievement of colleagues
- Motivated and passionate about working within early years and childcare

Date Completed:

July 2021