



### Childcare Assistant

<b>Job Title:</b>	Childcare Assistant
<b>Reference No:</b>	
<b>Reports to:</b>	Deputy Childcare Manager
<b>Responsible For:</b>	N/A
<b>Grade:</b>	B
<b>Working Hours:</b>	
<b>Faculty/Service:</b>	Estates and Facilities/Childcare
<b>Location:</b>	St Mary's Childcare Centre
<b>Main Purpose of Role:</b>	<p>This role will work in partnership with parents and Childcare Officers to provide high-quality childcare and education to children aged from birth. In addition, a key focus of the role will be to support the childcare cook in providing a variety of meals for the children within the nursery.</p>
<b>Key Responsibilities and Accountabilities:</b>	<ul style="list-style-type: none"><li>• Provide for the development needs of young children</li><li>• Communicate effectively with parents and provide daily feedback to them</li><li>• Communicate effectively with children and members of the childcare team</li><li>• Provide written daily feedback to parents</li><li>• Carry out planned activities with children individually or in a group showing creativity and an understanding of child development and the Early Years Foundation stage curriculum</li><li>• Provide assistance to staff, children and families recognising the limits of own ability and responsibility</li><li>• Provide pastoral support to children and families as needed</li><li>• Ensure effective time management of tasks</li><li>• Manage a group of children within the legal ratios</li><li>• Ensure the implementation of childcare, university and health and safety policies</li><li>• To ensure, alongside colleagues, that all legally required Ofsted, Welfare and Curriculum requirements are met</li><li>• To work effectively as part of a team to ensure that activities are planned and carried out</li><li>• To provide a warm, friendly and supportive environment for all</li><li>• To contribute positively to the ongoing development of self and service</li><li>• To implement all required Ofsted, University and Childcare Policy, procedure and practice</li></ul>

	<ul style="list-style-type: none"> <li>• To support the childcare cook in the provision of a variety of meals for the children</li> <li>• To ensure food regulation guidelines and policies are adhered to</li> </ul>
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<b>Special Circumstances:</b>	<ul style="list-style-type: none"> <li>• Out of hours meetings. Some weekend or evening work may be required</li> <li>• Manual handling, food safety, Coshh and Safeguarding are an integral part of this post</li> <li>• Specific dress requirements</li> <li>• Enhanced DBS check will be required</li> </ul>
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**Part 2A: Essential and Desirable Criteria**

	<p><i>Essential</i></p> <p><b>Qualifications and Professional Memberships:</b></p> <ul style="list-style-type: none"> <li>• Relevant level 2/3 qualification in Childcare and Education</li> </ul>
	<p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Awareness</li> <li>• Has an understanding of role and responsibilities in relation to safeguarding and SEND</li> <li>• Motivated and passionate about working within early years and childcare</li> <li>• To demonstrate an understanding of and the implementation of the Early year's foundation stage curriculum</li> <li>• Have an awareness and understanding of child development</li> </ul>
	<p><i>Desirable</i></p> <p><b>Qualifications and Professional Memberships:</b></p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Manual Handling</li> <li>• Food safety/catering experience</li> </ul>
	<p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in work with under two's and five plus age group</li> </ul>

## Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

### **SENSORY AND PHYSICAL DEMANDS**

Routinely uses materials, tools and machinery in their work for which knowledge or practical training is required. Regularly uses physical abilities and skills to perform complex or difficult movements.

### **WORK ENVIRONMENT**

Is aware of local health and safety procedures and undertakes health & safety duties and responsibilities appropriate to the post, reports concerns to others.

Responsible for managing the impact of the environment on the work or safety of self and other people. Ensures that safe practices are part of normal day to day working. Reviews and reports on working practice and the environment to highlight potential risks and hazards. Undertakes risk assessments, identify the level of risk and takes any necessary local action within health and safety guidelines where applicable, to adapt the environment

### **SERVICE DELIVERY**

Has accurate and up to date knowledge of services available in own and related areas of work. Promptly deals with customers asking for service or requiring information, correctly referring them elsewhere if necessary. Provides customer care to an agreed standard ensuring that the experience of each customer is positive and satisfactory.

### **COMMUNICATION**

#### **Oral Communication**

Routinely receives, understands and conveys routine or standard information clearly and concisely. Occasionally explains more complicated non-routine matters/policies/procedures clearly by explaining technical/specialist terms commonly used in own area of work. Adapts the style of communication to the audience and ensures understanding.

### **PASTORAL CARE AND WELFARE**

Routinely deals with individuals showing signs of distress, calms, reassures and where necessary and appropriate, initiates action by referring to others. Is the first point of contact for students or staff with sensitive and emotional situations.

### **TEAMWORK AND MOTIVATION**

Works as a proactive and collaborative member of a team, e.g. provides support and encouragement to less experienced team members, sets an example and shows a flexible approach to delivering team results.

### **PLANNING AND ORGANISING RESOURCES**

Suggests ways of improving working practice and use of resources. Creates realistic plans to effectively manage own workload, prioritising work to meet personal and team objectives.

### **DECISION-MAKING PROCESSES AND OUTCOMES**

Independently makes decisions which are low risk and that mainly affect themselves or a small number of people and are guided by regulation and practice. Makes collaborative decisions with line management or others on operational processes such as how to perform a task.

Date Completed:

March 2023