



## JOB DESCRIPTION

<b>Job Title:</b>	Childcare Assistant
<b>Grade:</b>	B (scp 7 – 9)
<b>Hours :</b>	Permanent Variable hours
<b>Job Location:</b>	Barnwell Daycare
<b>Directorate:</b>	Barnwell Academy
<b>Responsible to:</b>	Senior Childcare Officer / Head teacher

### Purpose of Job:

- To assist in delivering high quality experiences for children to develop within the Nursery, working as part of a team, in partnership with parents/carers and the wider community.
- To promote the aims of the setting

### Main Duties

- To assist in the provision of an early years environment in which children are safe, happy and supported in fulfilling their individual potential.
- To work to agreed policies and practices ensuring a good quality standard of care in line with Ofsted standards
- To contribute to the planning of the Early Years Foundation Stage experiences.
- To ensure the general health and welfare of children are met including the changing and cleaning of children who are wet or soiled.
- To develop a good relationship with parents and carers
- To work within policies and procedures to promote a fully inclusive service
- To have knowledge of other professional and informal support services and be able to sensitively signpost parents towards these.
- To consult with other members of the team to ensure individual needs are met.
- To have an understanding of child protection issues and liaise with the designated child protection co-ordinator and special needs co-ordinator should area of concern arise.
- To be flexible within the working practices of the nursery including undertaking of domestic tasks.



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- To constantly re-appraise professional performance and to participate in training courses. To keep informed of current childcare legislation and good practice.
- To attend and participate in meetings as required.
- To undertake any other duties as may be required.

**The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.**

**The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.**

**The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.**

**The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.**

**The postholder must comply with the Academy's Health and Safety rules and regulations and with Health and Safety legislation.**

**This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.**

Signed: *A. Emmerson*

Date: March 2017



**Job Title:**        **Childcare Assistant**

**Job Specification**

<b>Minimum Essential Requirements</b>		<b>Method of Assessment</b>
Qualifications	<ul style="list-style-type: none"><li>▪ Working towards Level 2 Childcare qualification/ or experience of working with 0-5 year olds</li></ul>	Application form
Experience	<ul style="list-style-type: none"><li>• Working in a daycare/ childcare setting</li><li>• Working in partnership with parents</li></ul>	Application form/ interview
Skills	<ul style="list-style-type: none"><li>• Very good communication skills</li><li>• Good literacy and numeracy skills</li><li>• Organisational skills</li></ul>	Application form/ interview
Knowledge	<ul style="list-style-type: none"><li>• Understanding of child development</li><li>• Current curriculum and frameworks</li><li>• Current childcare legislation</li><li>• Safeguarding children</li><li>• Equal opportunities</li></ul>	Application form/ interview
Professional Attributes	<ul style="list-style-type: none"><li>• Using own initiative</li><li>• Work as part of a team</li><li>• Work flexibly as and when required</li><li>• Make a significant contribution to the planning and delivery of the curriculum</li><li>• Engaging in Continued Professional Development (CPD)</li></ul>	Application form/ interview

Signed:

*A. Emmerson*

Date:

March 2017