Barnwell Academy
Learning Together and Having Fun

JOB DESCRIPTION

Job Title: Childcare Assistant

Grade: National Living Wage - £7.50ph

Hours : Permanent Variable hours

Job Location: Barnwell Daycare

Directorate: Barnwell Academy

Responsible to: 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.

- 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: January 2018

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Job Specification

Minimum Essential Requirements		**Method of Assessment**
Qualifications	▪ Working towards Level 2 Childcare qualification/ or experience of working with 0-5 year olds	Application form
Experience	• Working in a daycare/ childcare setting • Working in partnership with parents	Application form/ interview
Skills	• Very good communication skills • Good literacy and numeracy skills • Organisational skills	Application form/ interview
Knowledge	• Understanding of child development • Current curriculum and frameworks • Current childcare legislation • Safeguarding children • Equal opportunities	Application form/ interview
Professional Attributes	• Using own initiative • Work as part of a team • Work flexibly as and when required • Make a significant contribution to the planning and delivery of the curriculum • Engaging in Continued Professional Development (CPD)	Application form/ interview

Signed: A. Emmerson

Date: September 2017