



JOB DESCRIPTION

JOB TITLE: Childcare Worker

DEPARTMENT: Children's Centres
Education and Early Years

GRADE: Band 2

DIRECTLY RESPONSIBLE TO: Nursery Manager

Main Purpose of the Job

To provide a safe, stimulating environment for children to explore and develop considering their individual needs. To encourage parental involvement in their child's development.

Main duties:

- To plan appropriately to meet the needs of individual children.
- To work as a member of team in planning all aspects of the curriculum.
- To encourage and promote in the development of a strong child, a skilful Communicator, a competent learner and a healthy child.
- To work within the Council Child Protection guidelines using the appropriate policies and procedure.
- To encourage parental involvement and support through the development of effective working relationships.
- To keep written records and produce reports as needed.
- To maintain equipment and resources ensuring cleanliness and safety.

- To promote equality and diversity in all aspects of service delivery.
- To ensure that resources and age appropriate equipment is available for all children and easily accessible.
- To share ideas and be imaginative in meeting a child's need.
- To encourage children to make choices in their play.
- To undertake additional training and development including self review assessments
- To attend various meetings as and when needed.
- To carry out any additional tasks identified by the Nursery Manager commensurate with the grade of the post.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of

the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.



PERSON SPECIFICATION

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STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
To hold a qualification in Childcare NVQ 3, NNEB, BTEC	A/C
2. Experience	
Settling children and reassuring parents	A/I
Planning for individual children and reviewing them on a regular basis.	A/I

Working in a daycare setting	A/I
3. Knowledge	
Aims and objectives of Sure Start	A/I
Child Protection Procedures	A/I
Equal Opportunity Policies.	A/I
Child health and development	A/I
Early Years Foundation Stage	A/I
4. Skills & Abilities	
Ability to work as part of a team.	A/I
Good verbal and written communication.	A/I
Observational, recording and report writing	A/I
Encouraging parental involvement in the planning for their child's needs.	A/I
5. Special Working Requirements	
Sure Start activities will be needs led and may take place out of hours (willingness to work evenings and weekends as required).	I
To attend meetings after working hours	I
Enhanced DBS	Disclosure certificate

STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Recent first aid certificate	A/C
Basic food hygiene certificate	A/C

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,

P = Presentation, **T** = Test, **AC** = Assessment centre