

Job Title: Childcare Worker

Role Profile

Service: Early Years Service
Band: Band 2
Reporting to: Nursery Manager
Responsible for: No direct reports



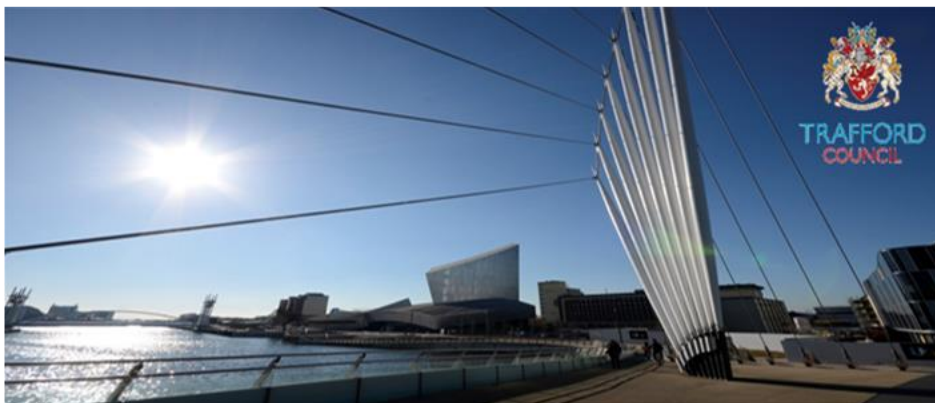
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

As a Childcare Worker (Level 3 Qualified) you will ensure the quality of early education and care for children and families that access the nursery is maintained by providing high quality learning opportunities combined with care. The role will involve working with children and their families from an increasingly diverse community to ensure all needs are met in a welcoming environment. The role involves working directly with children and families as part of an experienced team working with other professionals from outside the nursery and keeping records up to date. You will be a key person for a group of children to enable them to reach their potential through positive relationships and experiences

Your Main Priorities

- 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 and learning.
- To work in partnership with other agencies.

Key duties

- To promote development using the Early Years Foundation Stage statutory framework and ensure equality of opportunity.
- To work as a member of team in planning all aspects of the curriculum to meet the needs of individual children.
- To provide a safe, creative and caring environment, ensuring that resources and equipment are age appropriate and accessible for all children.
- To work within Trafford safeguarding procedures, implementing policies, attending meetings and writing reports as required.
- To undertake and monitor risk assessments of the equipment and the environment, maintaining cleanliness and safety.
- To encourage parental involvement and support through the development of effective working relationships.
- To keep concise, factual records, produce reports as required and attend relevant meetings.
- To undertake professional training and development to keep knowledge and skills up to date, cascade and embed learning within practice.

- To carry out any additional tasks identified by the Room Leader, Day Nursery Deputy Managers or the Day Nursery Manager commensurate with the grade of the post.

About You

Qualifications and Professional Development

- Minimum recognised Level 3 qualification in Early Years such as NVQ, NNEB, BTEC
- Evidence of continuing professional development

Experience and Knowledge

- Working in a childcare/early education setting
- Working in partnership with parents and keeping lines of communication open
- Planning for individual children's needs and reviewing them on a regular basis
- Promoting anti-discriminatory practice through equal opportunities
- Keyperson system and record keeping
- Safeguarding procedures
- Equal opportunities
- Child health and development
- Early Years Foundation Stage

Skills and abilities

- Ability to work as part of a multi-agency team
- Good verbal and written communication
- Observation, recording and report writing

Special Conditions

- Enhanced DBS required
- Willing and able to travel to sites within the Trafford Borough

- Willing to work occasional evenings and weekends as required (e.g. accessing training, promotional activities)

Date prepared/revised	2/11/23
Prepared/revised by	Denise Hulme
Job Evaluation	

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.