



## **JOB DESCRIPTION**

**JOB TITLE:** Childcare Worker

**DEPARTMENT:** Children's Centres  
Education and Early Years

**GRADE:** Band 2 (points 11-15)

**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.

### **Confidentiality**

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.



### **PERSON SPECIFICATION**

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

<b>MINIMUM ESSENTIAL REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT *</b>
<b>1. Qualifications/Training etc.</b>	
To hold a qualification in Childcare NVQ 3, NNEB, BTEC	A/C
<b>2. Experience</b>	
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
<b>3. Knowledge</b>	
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
<b>4. Skills &amp; Abilities</b>	
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
<b>5. Special Working Requirements</b>	
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

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

<b>ADDITIONAL REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT *</b>
<b>1. Qualifications/Training etc.</b>	
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

