



JOB DESCRIPTION

JOB TITLE: Childcare Worker

DEPARTMENT: Early Help
Children, Families and Wellbeing

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:

1. To plan appropriately to meet the needs of individual children.
2. To provide a safe, creative and caring environment, ensuring that resources and age appropriate equipment are available for all children and easily accessible.
3. To work as a member of team in planning all aspects of the curriculum.
4. To promote development using the Early Years Foundation Stage statutory framework.
5. To work within the Council Child Protection guidelines using the appropriate policies and procedure, including attendance at meetings and report writing as required.
6. To encourage parental involvement and support through the development of effective working relationships.
7. To keep concise, factual records and produce reports as required.
8. To undertake risk assessments of the equipment and the environment, ensuring cleanliness and safety.
9. To maintain equipment and resources ensuring cleanliness and safety.

10. To promote equality and diversity in all aspects of service delivery.
11. To undertake professional training and development to keep knowledge and skills up to date.
12. To undertake training in specific areas as directed and cascade back to the team, for example special educational needs.
13. To attend various meetings as and when needed.
14. To carry out any additional tasks identified by the Nursery Manager commensurate with the grade of the post.

Standard Statements

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 own Health and Safety and that of other employees.

Equalities and 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 own 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 and Pennine Care NHS Foundation Trust, 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.

Multi-agency working

The CYPS is an Integrated multi-agency service and services to children and young people are delivered jointly by Trafford Council, Pennine Community Foundation Trust, CMFT and GMP who are integrated into MARAS. The above multi-agency arrangement is underpinned by a formal agreement and is characterised by joint management and governance arrangements. All services within the CYPS reflect a multi-agency approach to the delivery of services.

Disclosure of Criminal Background (if applicable)

All employers are required to check with the Disclosure and Barring Service, the possible criminal background of staff and volunteers who apply to work with, or will have access to information about, children and young people or vulnerable service users.

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. Having a criminal record will not necessarily bar you from working within Trafford Children and Young People's Service. This will depend on the nature of the position and the circumstances and background of any offences.

Please note applicants refusing to sign the form or failing to disclose any convictions will not be progressed further.

Children, Families and Well-being Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



PERSON SPECIFICATION

JOB TITLE: Childcare Worker

DEPARTMENT: Early Help
Children, Families and Wellbeing

GRADE: Band 2

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

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Level 3 qualification in Childcare such as NVQ, NNEB, BTEC	A/C
Evidence of continuing professional development	A/C
2. Experience	
Working in a childcare setting	A/I
Working in partnership with parents and keeping lines of communication open.	A/I
Planning for individual children's needs and reviewing them on a regular basis.	A/I
Promoting anti-discriminatory practice through Equal Opportunities.	A/I
3. Knowledge	
Key worker system and record keeping	
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 multi-agency team	A/I
Good verbal and written communication	A/I
Observational, recording and report writing	A/I
5. Special Working Requirements	
Willingness to work evenings and weekends as required	I

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

Prepared by: Colette Haggis

Date: 19 August 2015