



Candidate Information

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| Position: | Childcare Assistants |
| School/Department: | Childcare Services |
| Reference: | 20/108193 |
| Closing Date: | Monday 20 April 2020 |
| Salary: | £16,736 to £17,682 per annum |
| Duration: | There are part time temporary posts (18.5 hours) available initially for 1 year. |

JOB PURPOSE:

To work as part of a team, assisting in the running of the University Childcare facility and fostering an environment in which the needs of the children are met.

MAJOR DUTIES:

1. To assist in the provision of a warm, secure environment which will foster the child's physical, intellectual, emotional and social development.
2. Assist in the organisation and provision of age appropriate daily programmes for the children to include both directed and free play which can be delivered within the indoor and outdoor environment.
3. Provide age appropriate personal and intimate care for the children and assist with toilet training, hand washing and personal hygiene.
4. Be aware of and sensitive to the varying needs of children and their parents e.g. exam pressure and academic deadlines.
5. Have a working knowledge of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012).
6. To have and maintain a robust knowledge of Children's Developmental Milestones from 0-5 years and 5-11 years for Out of School.
7. Carry out child observations on allocated key children, evaluate at month end, the recorded observations and use the information to inform and devise planned play programmes – daily, weekly, monthly and yearly. For Out of School - in conjunction with the children to carry out planning and evaluation of weekly and termly activities.
8. Monitor all children and report any incidents or concerns to the Childcare Supervisor.
9. Maintain staff to child ratios as per Legislative requirement by sustaining a presence at work.
10. Be a reliable member of the team, working co-operatively and with flexibility and in accordance with Queen's Professional Standards.
11. Provide a service which values and respects cultural and ethnic diversity and maintain and respect confidentiality at all times.
12. Observe, adhere to and have a working knowledge of the Childcare Services suite of policies and procedures and adhere to all health and safety regulations appropriate to the childcare facility.
13. Ensure effective communications with all team members, children and parents.
14. To attend organised staff meetings and training events and have personal responsibility for completing QUB Mandatory trainings by specified dates.
15. Maintain the equipment and materials in a clean and safe condition.
16. Provide first aid to children and staff as appropriate.
17. Carry out any other duties which are appropriate to the post as may be reasonably requested by Managers or Supervisors.

Planning and Organising:

1. Adhere to Childcare Services suite of policies and procedures, update and refresh working knowledge as appropriate.
2. Participate in Observing, Planning and evaluating key children engaging in learning activities and map the children's developmental milestones.
3. Follow daily operational schedule that the Supervisor has developed but will prioritise duties within schedule.

4. Carry out planning to ensure adequate resources are in place and sufficient time is allocated to an activity in order to meet objectives.
5. Assist with the children's homework.
6. Have responsibility for the safe collection and transportation of children either in vehicles or on foot.

Resource Management Responsibilities:

1. Ensure the safety and security of children and staff at all times.
2. Equipment – assist with the care, maintenance and security of all Childcare equipment.

Internal and External Relationships:

1. Daily contact with manager, supervisor, colleagues, children and parents.
2. Liaise with other professionals as appropriate, e.g. tutors, assessors, health visitors etc.

ESSENTIAL CRITERIA:

1. Secondary school education and QCF Level 2 Diploma in Child Care, Learning and Development or Playwork or equivalent.
2. Previous experience in a similar environment ranging from 6 weeks to 11 years typically up to 1 year.
3. Working knowledge of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012) and have an understanding of relevant Health and Safety requirements.
4. Must demonstrate a good understanding of childcare issues.
5. Good communication and interpersonal skills.
6. Commitment to providing a safe and caring environment for children.
7. Capable of following oral and written instructions.
8. Ability to work well as a member of a team.
9. Ability to be flexible.
10. Ability to cope in difficult or stressful situations.
11. Update knowledge by attending appropriate training sessions/courses, e.g. first aid, health issues etc.
12. Complete satisfactory criminal history check.
13. SOS CARE check.

DESIRABLE CRITERIA:

1. NNEB or equivalent childcare qualification.
2. Current valid driving licence or ability to meet the mobility requirements of the post.

ADDITIONAL INFORMATION:

We currently have part time and full time temporary positions available for one year, working 18.5 hours per week in the afternoons, however, any reserve list created from this exercise will be used to fill other posts that may arise in the next 12 months, which may be full time, part time, temporary or permanent.