



Candidate Information

Position:	Apprentice Childcare Assistants
School/Department:	Childcare Services
Reference:	23/111358
Closing Date:	Monday 6 November 2023
Salary:	£21,947 per annum
Anticipated Interview Date:	Tuesday 21 November 2023
Duration:	12 months

JOB PURPOSE:

To work as part of a team under the supervision of qualified staff, you will assist in planning and organising both fun and educational activities as well as fostering an environment in which the needs of the children are met whilst supporting the effective and efficient running of the University Childcare facility.

It will be a mandatory condition of your probation period that you enrol on an agreed childcare training course to obtain at a minimum the Level 2 Diploma in Child Care Learning and Development or equivalent childcare qualification.

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 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. Assist with providing 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.
5. To take personal responsibility for own development by ensuring you attain knowledge of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012).
6. To take personal responsibility for own development by ensuring you attain and maintain working knowledge of Children's Developmental Milestones from 0-5 years and 5-11 years for Out of School.
7. Assist qualified colleagues with or under their direct supervision carry out child observations on allocated key children to include planning and evaluating play 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 always maintain and respect confidentiality.
12. Gain a working knowledge, observe, and adhere to the Childcare Services suite of policies and procedures.
13. Ensure effective and inclusive communications with all team members, children, and parents.
14. Actively participate in organised staff meetings and training events as required and have personal responsibility for completing all relevant training modules and assignments by specified dates.
15. Adhere to risk assessments and relevant Health and Safety requirements appropriate to the childcare facility.
16. Maintain the equipment and materials in a clean and safe condition in accordance with QUB standards and/or at the direction of management.
17. Carry out any other duties which are appropriate to the post as may be reasonably requested by Managers or Supervisors.

ESSENTIAL CRITERIA:

1. Secondary school education.

2. Must demonstrate a good understanding of childcare issues.
3. Good communication and interpersonal skills.
4. Commitment to providing a safe and caring environment for children.
5. Capable of following oral and written instructions.
6. Ability to work well as a member of a team.
7. Ability to be flexible.
8. Ability to cope in difficult or stressful situations.
9. Complete satisfactory criminal history check.
10. SOSKARE check.

DESIRABLE CRITERIA:

1. Minimum of 3 GCSEs at Grade C or above (or equivalent) including English language, Mathematics and ICT or equivalent.
2. Previous recent and relevant experience of working with children ranging from 6 weeks to 11 years.
3. GCSE Childcare or equivalent childcare qualification.
4. Awareness of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012) and understand relevant Health and Safety requirements.