



## Candidate Information

**Position:** Childcare Supervisor  
**School/Department:** Student and Campus Life  
**Reference:** 24/111588  
**Closing Date:** Monday 19 February 2024  
**Salary:** £23,607 - £25,641 per annum  
**Anticipated Interview Date:** Monday 4 March 2024

### JOB PURPOSE:

To work as part of a staff team ensuring effective operations of the University Childcare facility having supervisory responsibility and accountability for a unit of Childcare Assistants who are working to foster an environment in which the children's all round development is met and high standards of care are provided.

### MAJOR DUTIES:

1. Responsible for the day-to-day supervision of a team of Childcare Assistants whilst providing a secure environment which will foster the child's physical, intellectual, emotional and social development.
2. Have a working knowledge of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012).
3. To have and maintain a robust knowledge of Children's Developmental Milestones from 0-5 years and 5-11 years for Out of School.
4. 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.
5. Supervise and be accountable for a team of Childcare Assistants ensuring their and your own adherence to Childcare Services suite of policies as per operational and legislative requirements. Assist with the training, motivation and development of staff within the Childcare facility.
6. Devise and ensure the provision of age appropriate play programmes for the children to include both directed and free play which can be delivered within the indoor and outdoor environment.
7. Ensure the supervision and delivery of age appropriate personal and intimate care programmes for the children including assistance with toilet training, hand washing and personal hygiene.
8. Ensure the recording of child observations on allocated key children by the childcare team.
9. Ensure month end evaluation of 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.
10. Devise and ensure adherence to an equipment cleaning programme for the room. Ensure maintenance of all equipment and materials in a clean and safe condition.
11. Be a reliable member of the Childcare Services staff team, working co-operatively and with flexibility and in accordance with Queen's Professional Standards.
12. Ensure effective communications with all team members, children and parents.
13. Work in partnership with parents, involving them on a continuing basis regarding the care of their children.
14. Be aware of and sensitive to the varying needs of children and their parents e.g. exam pressure and academic deadlines.
15. Monitor all children and report any incidents or concerns to the Management team and parents.
16. Maintain staff to child ratios as per Legislative requirements by sustaining a presence at work.
17. Provide a service which values and respects cultural and ethnic diversity and maintain and respect confidentiality at all times.
18. To attend organised staff meetings and training events and have personal responsibility for completing QUB Mandatory trainings by specified dates.
19. Provide First Aid to children and staff as appropriate.
20. Carry out any other duties which are appropriate to the post as may be reasonably requested by the Management Team.

**ESSENTIAL CRITERIA:**

1. Either academic and/or vocational qualification, (e.g. GCSEs A-C and/QCF Level 3 Diploma in Childcare, Learning and Development or Playwork or equivalent. And;
2. Relevant post qualifying experience with children aged 6 months to 11 years. (Previous supervisory skills required)
3. Working knowledge of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012), Children's Developmental Milestones from 0-5 years and 5-11 years for Out of School and understand relevant Knowledge of relevant Health and Safety requirements.
4. Good communication and interpersonal skills.
5. Update knowledge by attending appropriate training sessions/courses e.g. first aid, Safeguarding, etc.