



Candidate Information

Position: Childcare Assistant
School/Department: Childcare Services
Reference: 24/111824
Closing Date: Monday 6 May 2024
Salary: £24,733 - £25,024 per annum
Anticipated Interview Date: Thursday 16 May 2024

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.

ESSENTIAL CRITERIA:

1. Secondary school education.
2. NVQ Level 2 Diploma in Child Care Learning and Development or equivalent childcare qualification.
3. Previous relevant experience in a similar environment ranging from 6 weeks to 11 years.
4. Working knowledge of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012) and understand relevant Health and Safety requirements.

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

DESIRABLE CRITERIA:

1. NNEB or equivalent childcare qualification.
2. Essential for drivers: - Current valid driving licence.