

Candidate Information

Position:	Childcare Assistant (Maternity Cover)
School/Department:	Student and Campus Experience
Reference:	25/112666
Closing Date:	Monday 30 June 2025
Salary:	£26,093 - £26,400 per annum
Anticipated Interview Date:	Tuesday 22 July 2025
Duration:	14 months

JOB PURPOSE:

To work as part of the Childcare team in delivering high-quality childcare solutions for staff and students at Queen's University. You are required to work as part of a team and to demonstrate a high level of skills and knowledge acquired through professional practice, ensuring a legislatively compliant environment in which the children's all-round development is met, and excellent standards of care are provided. You will work closely with other team members and parents, assisting with the delivery of a quality and legislatively compliant University Childcare facility.

MAJOR DUTIES:

1. To have a sound working knowledge of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012) and a robust knowledge of Children's Developmental Milestones from 0-5 years and 5-11 years for Out of School.
2. To assist in the provision of a warm, secure environment which will foster the child's physical, intellectual, emotional and social development.
3. 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.
4. Provide age appropriate personal and intimate care for the children and assist with toilet training, hand washing and personal hygiene.
5. Carry out child observations on allocated key children on the service's digital platform, 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.
6. 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.
7. Maintain staff to child ratios as per Legislative requirement whilst working and by sustaining a presence at work.
8. Monitor all children and report any incidents or concerns to the Childcare Supervisor.
9. Provide a service which values and respects cultural and ethnic diversity and always maintain and respect confidentiality.
10. Provide first aid to children and staff as appropriate.
11. Be a reliable member of the team, working co-operatively and with flexibility and in accordance with Queen's Professional Standards.
12. Maintain the equipment and materials in a clean and safe condition.
13. Ensure effective communications with all team members, children and parents and be aware of the varying needs of children and their parents e.g. cultural or academic pressures.
14. To attend organised staff meetings and have personal responsibility for completing all required mandatory training, legislative and QUB by specified dates.
15. Carry out any other duties which are appropriate to the post as may be reasonably requested by Managers or Supervisors.

ESSENTIAL CRITERIA:

1. At least NVQ Level 2 Diploma in Child Care Learning and Development or equivalent childcare qualification; OR Must be registered for at least NVQ Level 2 Diploma in Child Care Learning and Development which must be successfully completed during 6-month probation period.

2. Previous experience of working with children ranging from 6 weeks to 11 years.
3. To have a sound working knowledge of Childminding and Day Care for Children Under Age 12 Minimum Standards (July 2012) and a robust knowledge of Children's Developmental Milestones from 0-5 years and 5–11 years for Out of School.
4. Good communication and interpersonal skills.
5. Commitment to providing a safe and caring environment for children.
6. Capable of following oral and written instructions.
7. Ability to work well as a member of a team.
8. Ability to be flexible.
9. Ability to cope in difficult or stressful situations.
10. Complete satisfactory criminal history check.
11. SOSCARE check.
12. Essential for drivers - Current valid driving licence.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Liz Given at elizabeth.given@qub.ac.uk