

JOB DESCRIPTION**DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:**
Childcare Assistant**JEM Number**
01-222**GRADE:****REPORTS TO [Job Title]:** Childcare Setting Manager**1. PURPOSE OF JOB:**

To assist the manager in the day to day organisation of the childcare provision.
To support the manager in maintaining accurate, up to date records that fulfill Ofsted and all legal requirements as laid out in the Ofsted Registration Standards and all other administrative duties.
Contribute towards the planning and preparation of high quality care and education for all children who attend.
Contribute to the planning and preparation of activities throughout the setting and the ongoing assessment of children's progress (if applicable).
To work with parents and outside agencies to provide a caring environment for the children.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

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| i. | To support the manager in maintaining accurate, up to date records that fulfill Ofsted and all legal requirements as laid out in the Ofsted Registration Standards and all other administrative duties. Taking part in day to day administration, record keeping, ordering and purchasing materials and equipment. |
| ii. | Observing children's development and keeping records that meet each child's needs (Early Years Foundation Stage and/or Playwork Values (if appropriate)). |
| iii. | Maintaining and being aware of all records and documentation required by the Children's Act as outlined in the Ofsted Standards |
| iv. | Working in line with agreed policy and procedure. |
| v | To provide high quality care and education for all children who attend. |
| vi | Providing safe, creative, appropriate play opportunities, preparing activities, organising the Play Programme. |
| vii | Helping to arrange local visits and outings. |
| viii | Helping to provide a healthy childcare service to the children and parents using the service in line with the agreed policies and Every Child Matters. |
| ix | Providing full care for the children including: delivering children to school, collecting children from school and (if applicable) delivering them safely to their parents or carers. This may include providing food/refreshments. |
| x | Carrying out all responsibilities and activities within an Equal Opportunities framework |
| xi | Working within agreed policies and procedures. |

	xii	Safeguarding – keeping abreast of current legislation and best practice.
	xiii	Administering first aid as appropriate.
3.	MANAGEMENT OF PEOPLE	
	No responsibilities	
	SUPERVISION OF PEOPLE	
	No responsibilities	
4.	CREATIVITY AND INNOVATION	
	Working within agreed policies and procedures and Ofsted guidance help to provide safe, creative and appropriate play opportunities.	
5.	CONTACTS AND RELATIONSHIPS	
	To work closely with parents/carers, staff, partners and volunteers to provide a caring environment for the children.	
6.	DECISIONS	
	a) Discretion	
	Confidentiality to be maintained at all times in line with policies and procedures.	
	b) Consequences	
	Ensuring a safe environment for children other staff and volunteers Welfare of Children Parental trust and engagement.	
7.	RESOURCES	
	Contribute to administration, record keeping and day to day care of Setting equipment.	
8.	WORK ENVIRONMENT	
	a) Work Demands	
	Work may be subject to deadlines and routines Assessment, record keeping Observation Planning	
	b) Physical Demands	
	Postholder will be working with children at low desks and chairs and there may be some requirement to help move equipment such as chairs and desks etc	

	<p>c) Working Conditions</p> <p>Work is carried out in a well lit, heated and ventilated environment. Postholder is responsible for hygiene in the provision and will be directly involved with children who have wet or soiled clothing.</p>		
	<p>d) Work Context</p> <p>Limited exposure to abuse/aggression from parents/carers.</p>		
<p>9.</p>	<p>KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> • NVQ Level 2 or 3 in appropriate childcare or similar qualification • A current Paediatric First Aid certificate • An understanding of good quality childcare and development • A commitment to Equality and Diversity • Ability to plan and provide safe, creative play opportunities • Ability to communicate at all levels • Experience of working with children aged 0-14 years • Ability to meet children’s individual needs • Ability to use judgement and common sense • Ability to work as part of a team • Satisfactory enhanced CRB check • Commitment to Parent Partnership • Experience of working with children with additional needs • Good understanding of safeguarding children with training to a minimum of level 2 • Good understanding of Every Child Matters outcomes • ISA registration (from July 2010) • A current Food Hygiene certificate • Some experience of administration • Ability to work on own initiative • Awareness of current legislation 		
<p>10.</p>	<p>GENERAL</p>		
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>			
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>			
	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Job Description written by:</p>	<p>.....</p>	<p>.....</p>	<p>.....</p>

[Manager]	.		..
Job Description agreed by: [Postholder]
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD is available from your Directorate HR Adviser.</p>			

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Childcare Assistant	JEM Reference No. 01-222
Directorate Schools	Evaluation Date 28/10/09
Service Generic	

FACTORS:	LEVEL	POINTS
Management of People	1 (up to five)	16
Dispersal		
Creativity and Innovation	2	40
Contacts and Relationships	2	38
Decisions Discretion	2	36
Consequences	1	12
Resources	1	10
Work Environment Work Demands	2	16
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
Knowledge and Skills	2	80
TOTAL POINTS		288
GRADE		Grade 3

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

Provisional