

**Job Description Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | | Childcare Worker | | | |
| **Department** | | Childcare | | | |
| **Unit** | | Westminster Adult Education Service | | | |
| *Westminster City Council has Tri-Borough working arrangements with Hammersmith and Fulham Council and the Royal Borough of Kensington and Chelsea for the provision of some services. Under S113 of the Local Government Act 1972 you may be required to act on behalf of one or both of these other boroughs.  This may mean that the location of your employment will vary.* | | | |
| **Band** | | BAND 1, Level 2 | | | |
| **Date Valid** | | June 2018 | | | |
| **Responsible to** | | Childcare Manager | | | |
| **Staff Managed** | | | | | |
| Direct Reports: | Temps/TAC managed per annum | | Project staff managed per annum | | Are staff highly mobile or based on different sites? |
| No: 0 | No: 0 | | No: 0 | | No: 0 |
| **Budgets managed** | Staffing £ | | | Other £ | |
| **Purpose of Job; (Brief summary of why the job exists, what the main outcomes expected are, taking into account workforce planning)** | | | | | |
| To work as part of a team, to plan and carry out a programme of educational activities, learning experiences and opportunities suitable for the age range of children, in relation to the Statutory Framework for the Early Years Foundation Stage (2017), and Development Matters.  To provide a safe and stimulating environment for children in the care of the Service. This includes ensuring a high standard of safety, hygiene and health and the need to encourage the social, physical, emotional, educational and linguistic developments of each child. | | | | | |
| **Key duties and responsibilities of current role** (in bullet points): List the key activities and tasks that must be undertaken to achieve the outcomes – up to 10 normally | | | | | |
| 1. Work as part of a team, to create an environment in which children’s all-round development is fostered and in which good relationships can grow. To provide a high standard of individual care and understanding for children from a range of cultural backgrounds, whilst they are in the care of the Service; within the requirements of the Children’s Act 1989, the Early Years Foundation Stage (2017), Special Educational Needs and Disabilities Code of Practice (2015), and Working Together to Safeguard Children (2015). 2. Provide a warm welcome to all users of the childcare facilities, and to work in partnership with parents and carers to ensure that children are settled-into the setting, in line with policies and procedures set by Westminster City Council, the Services’ Senior Management Team and the terms of the Children’s Act 1989 and the Early Years Foundation Stage (2017). 3. Efficiently enrol and register children in line with the guidelines and timetables set by the Childcare Manager. 4. Be aware of the safeguarding and child protection procedures, and to bring to the attention of the Childcare Manager – the Designated Officer for Child Protection, or the Safeguarding Team, immediately anything about a child which gives cause for concern. 5. Keep up to date, accurate enrolment records, including daily sessional registers and weekly attendance figures, and maintain written records of the children’s progress - learning and interests in the Services’ care, on a weekly basis, or as required. Observe children’s interests and ensure that these are effectively linked to the short, medium and long term curriculum planning; for individuals as well as the group. 6. Supervise and ensure the safety of all children whilst they are in the Service’s care, and to be fully aware of all emergency procedures. To work to the correct staff/child ratios as specified in the Statutory Framework for the Early Years Foundation Stage (2017), and Ofsted’s requirements. 7. Report and record accidents or incidents in line with the policies and procedures set by the Childcare Managers, the Services’ Senior Management Team and Westminster City Council. 8. Attend weekly and termly staff meetings, to plan curriculum activities, prepare rotas and share information. 9. Ensure the childcare setting and all equipment is well maintained, clean and secure, particularly at the beginning and end of each session. 10. Induct and support substitute/agency childcare staff in all areas of the daily routine. This will include students on placement within the Service.   **General**   * To actively promote equality and diversity in all aspects of work with and for the Service. * To take responsibility for own professional development and participate in relevant internal and external activities; * To implement the College’s health and safety policies and practices, including Safeguarding and Prevent. * To carry out the above duties within the requirements of the Data Protection Act. * To carry out the above duties in a confidential and sensitive manner. * To undertake such other duties commensurate with the grade of the post as may reasonably be required including some flexible hours including evening or weekend working as well as off-site working.   **This job description is current as at the date shown although it is not an exhaustive list. In consultation with you, it is liable to variation to reflect changes in the job. The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the Service.** | | | | | |

**PERSON SPECIFICATION**

The person specification outlines what is essential for the competent performance of full duties and responsibilities of the job, including professional or specialist skills or experience required. Applicants will need to demonstrate in their supporting statement how they meet the criteria listed below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Post Title: Childcare Worker |  | **We will assess your match to the criteria from:** | | | | |
| KEY: (E) – Essential (D) - Desirable |  | Appl. Form | Tests | Inter-view | | Refer-ences |
| **QUALIFICATONS/EDUCATION/TRAINING** |  |  |  |  | |  |
| Minimum qualification of NNEB/CACHE/BTEC Level 3 Childcare and Early Years, plus one year’s post qualification experience. | D | ✓ |  |  | |  |
| **EXPERIENCE** |  |  |  |  | |  |
| Work within the framework of the Early Years Foundation Stage (2017), ability to observe, plan and prepare a curriculum for individual and groups of children within the early years. | E | ✓ |  | ✓ | | ✓ |
| Proven ability to deal with enquiries from staff, students and members of the public in a tactful, sensitive, discrete and sympathetic manner | E | ✓ |  | ✓ | |  |
| Ability to communicate clearly and effectively, both orally and in writing, at all levels within and outside the Service and to represent the Service in a professional manner | E | ✓ |  | ✓ | |  |
| **SKILLS** |  |  |  |  | |  |
| Ability to sustain a high work rate in a demanding and rapidly changing environment and work effectively as part of a team | E | ✓ |  | ✓ | |  |
| Ability to work on one’s own initiative whilst operating in a structured environment | E | ✓ |  | ✓ | |  |
| Effective oral and written communication skills and the ability to write clear and concise children’s records and reports  Ability to work effectively with parents and carers, to settle-in children in line with the Service and childcare guidelines. | E  E | ✓  ✓ | ✓ | ✓  ✓ | |  |
| Ability to support and assist in the induction of new/sessional staff or students | E | ✓ |  | ✓ | |  |
| Ability to display sensitivity, tact and diplomacy in all situations | E |  |  |  | |  |
| Ability to record necessary information accurately so that it is easy to retrieve | E | ✓ |  | ✓ | |  |
| Ability to feed back information clearly and concisely | E | ✓ |  | ✓ | |  |
| **DISPOSITION/PERSONAL QUALITIES** |  |  |  |  | |  |
| Ability to respond in a consistent and professional manner to customers without prejudice or differentiation | E | ✓ |  | ✓ | |  |
| A flexible attitude towards work and a willingness to travel to other sites where childcare is provided at short notice | E | ✓ |  | ✓ | |  |
| **KNOWLEDGE/UNDERSTANDING OF KEY POLICIES** |  |  |  | |  |  |
| To have a sound knowledge of safeguarding and child protection procedures and guidelines along with the Statutory Framework for the Foundation Stage. | E | ✓ |  | | ✓ |  |
| Knowledge of and commitment to health and safety policies | E | ✓ |  | | ✓ |  |
| An awareness of and commitment to equal opportunities policies | E | ✓ |  | | ✓ |  |