



Cleethorpes Childcare is committed to ensuring the safeguarding of all children and staff within its provisions. All staff are required to undertake an enhanced disclosure and registration with DBS update service before they commence employment and will undertake ongoing checks to ensure a safeguarding culture and commitment is maintained.

Job Description

Job Title:	Early Years Assistant – Cleethorpes Childcare
Responsible to:	Cleethorpes Childcare Executive Committee
Reporting to:	Childcare Manager
Responsible for:	None
Work Base:	Highgate Pre-school, Trinity Road, Cleethorpes, N. E. Lincolnshire OR Signhills Pre-school, Hardys Road, Cleethorpes N.E.Lincolnshire
Salary:	NMW/ NLW according to age
Hours of Work:	Term time: min 4 hours per week until July 2019 Holidays: 0
Holidays:	5.6 weeks per year pro-rata
Benefits:	Auto enrolment pension scheme. Details of eligibility available on request. Uniform provided as appropriate to the role.

Purpose of the job:

- ✚ To work as part of a staff team that provides care and education for children aged 2-5 years in accordance with the Early Years Foundation Stage, Policies & Code of Practice of Cleethorpes Childcare and the Children Acts 1989 and 2004.
- ✚ To ensure a safe, supportive, stimulating, and inclusive environment is maintained for children and adults in the setting

Main duties:

- ✚ To help co-ordinate & provide varied & appropriate activities for all age groups in a safe & caring environment
- ✚ To assist in the planning & preparation of a programme of activities with consideration for the needs of individual children
- ✚ To offer attention, stimulus and support as appropriate to enable children to develop independently
- ✚ To actively encourage parental participation in their children's activities through direct/ indirect involvement
- ✚ To ensure equipment is well maintained and safe to use
- ✚ To maintain good hygiene standards
- ✚ To ensure food for children is presented in a safe and hygienic manner, encouraging them to try new foods and interact with other children and adults to form part of the "family service"
- ✚ To enforce and review safety procedures for the fire drill
- ✚ To ensure the first aid box is regularly replenished
- ✚ To ensure the environment is prepared for children's learning prior to their arrival
- ✚ To contribute to and implement Cleethorpes Childcare policies and procedures
- ✚ To attend staff meetings as agreed and actively contribute to planning/ activities & events
- ✚ To maintain a high level of data protection and confidentiality of information which may be gained as part of the job
- ✚ To advise the Childcare Manager of any matters requiring attention such as concerns about a child or equipment which may need repairing or replacing
- ✚ To carry out all responsibilities and activities in accordance with the agreed equal opportunities and anti-discriminatory policies and to work within the policies and code of practice of Cleethorpes Childcare

General Duties:

- ✚ To attend training and further enhance personal development as agreed with line manager
- ✚ To promote the aims and ethos of Cleethorpes Childcare

- ✦ The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role, and the overall business objectives of the organisation

Person Specification

Job Title: Early Years Assistant – Cleethorpes Childcare

Essential Criteria:

- ✦ satisfactory enhanced disclosure/ registered with DBS update service
- ✦ minimum level 2 qualification in early years and childcare
- ✦ current First Aid certificate
- ✦ ability to provide & facilitate safe & creative play in accordance with the EYFS
- ✦ ability to work independently and as part of a team
- ✦ ability to communicate electronically, written and orally at all levels
- ✦ an understanding of child protection issues and a commitment to equal opportunities and anti-discrimination
- ✦ ability to work on own initiative
- ✦ experience of working with children aged 2 to 5 years
- ✦ a thorough understanding of good quality childcare
- ✦ flexible approach to working hours

Desirable Criteria:

- ✦ current basic food health & hygiene certificate
- ✦ current LSCB safeguarding children level 1 or above
- ✦ have or working towards level 3 qualification in early years and childcare
- ✦ experience of working with children aged 0-11 years
- ✦ experience of using software based system to record children's progress