



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**

<b>Job Title:</b>	<b>Key-person (Level 3)– Cleethorpes Childcare (1yr Maternity cover)</b>
<b>Responsible to:</b>	<b>Cleethorpes Childcare Executive Committee</b>
<b>Reporting to:</b>	<b>Childcare Manager</b>
<b>Responsible for:</b>	<b>None</b>
<b>Work Base:</b>	<b>Signhills Pre-school</b>
<b>Salary:</b>	<b>£10.51/hour (pay review pending)</b>
<b>Hours of Work:</b>	<b>Term time: 33.75 hours per week</b> <b>Holidays: occasional attendance for training/ meetings</b>
<b>Holidays:</b>	<b>5.6 weeks per year pro-rata</b>
<b>Benefits:</b>	<b>Auto enrolment pension scheme. Details of eligibility available on request. Uniform provided as appropriate to the role. Staff childcare discount available</b>

### **Purpose of the job:**

- ✚ To work as part of a staff team to implement high quality care and education for children aged 2-11 years in accordance with the Early Years Foundation Stage and other legislative guidance and policies.
- ✚ To plan, record and review activities and assessments to meet the individual needs of children and families within the organisation to ensure safety and wellbeing and improve outcomes for all children.

### **Main duties:**

- ✚ To help co-ordinate & provide varied & appropriate activities for all age groups in a safe & nurturing environment.
- ✚ To assist in the planning & preparation of a programme of activities with consideration for the needs of individual children's developmental stage, the EYFS and other initiatives within the setting
- ✚ To take responsibility for observing, assessing and reviewing progress for an agreed number of children and to maintain appropriate records in accordance with EYFS
- ✚ To offer attention, stimulus and support as appropriate to enable children to develop independently
- ✚ To actively encourage parental participation in their children's learning and development through direct/ indirect involvement
- ✚ To meet with parents/ carers on a regular basis to discuss their child's achievements
- ✚ To plan, prepare and present healthy snacks following good hygiene standards
- ✚ To enforce and review safeguarding and safety procedures, including reporting and documenting as directed in a timely manner
- ✚ To maintain continuous professional development and support team, planning and review meetings with regular personal input
- ✚ To maintain a high level of confidentiality of information which may be gained as part of their 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 administer first aid in line with agreed training standards

### **General Duties:**

- ✚ To promote the aims and ethos of Cleethorpes Childcare
- ✚ To undertake such other duties as may become necessary to ensure the successful running of the provision, by agreement

- ✦ 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, promoting positive role modelling.

## **Person Specification**

**Job Title: Key-person – Cleethorpes Childcare**

### **Essential Criteria:**

- ✦ satisfactory enhanced disclosure/ DBS check
- ✦ minimum Level 3 qualification in early years & childcare
- ✦ experience of planning, implementing and evaluating appropriate children's activities
- ✦ ability to provide & facilitate safe & creative play
- ✦ ability to work independently and as part of a team
- ✦ ability to communicate to a good standard; both written and orally at all levels
- ✦ an understanding of how to keep children safe and a commitment to equal opportunities and anti-discrimination
- ✦ ability to work on own initiative
- ✦ Flexible approach to working hours
- ✦ current First Aid certificate

### **Desirable Criteria:**

- ✦ current basic food health & hygiene certificate
- ✦ completion of safeguarding children level 1 or above
- ✦ experience of working with children aged 2-11 years
- ✦ Understanding of and commitment to children's rights
- ✦ a thorough understanding of high quality childcare