

KIRKLEES COUNCIL

J O B D E S C R I P T I O N

SECTION: ALL SCHOOLS MODEL - CHILDCARE

POST TITLE: Childcare Assistant

GRADE: 3

ABOUT THE POST

The Childcare Assistant will support the work of the Nursery Officers, Nursery Nurses and Teachers with the children within the Nursery School.

The Childcare Assistant will work under the overall direction of the Headteacher; working in partnership with colleagues and relevant agencies appropriate to the needs of the children and the school. Part of the role will include carrying out domestic duties and basic food preparation.

KEY AREAS

1. Work with Children.
2. Work as Part of a Team.
3. Duties Associated With the Day to Day Running of the unit.
4. Miscellaneous.

DUTIES AND RESPONSIBILITIES

The Childcare Assistant will be a member of a multi-disciplinary team, under the leadership of the Headteacher and Childcare Manager. In co-operation with the Headteacher and Childcare Manager, the post holder will:

1. Work with Children

- 1.1 Assist in the planning of activities as appropriate to facilitate the holistic development of individuals and groups of children.
- 1.2 As key person, be responsible for the holistic development of a group of young children. Liaise with parents and carers as appropriate, keep structured records of children within the key group and facilitate a broad and balanced curriculum by monitoring and evaluating children's progress and planning next steps for further development.
- 1.3 Assist with duties in connection with transition to the next stage of education.
- 1.4 Provide all aspects of basic care for children aged two to five years; including care for sick children.

KIRKLEES COUNCIL

1.5 Be responsible for supervising young children during meal and snack times whilst ensuring that all food and drink is suitable for their individual needs. Practitioners must have an understanding of individual dietary needs and allergies.

1.6 Understand and respond to the specific needs of very young children (2 to 5 years).

2.0 Work as Part of a Team

2.1 To attend meetings, as necessary, relevant to the performance of the post holder and the nursery provision.

2.2 Undertake relevant training to enhance the performance of professional duties and personal development.

2.3 To assist in the monitoring and evaluation of practices, policies and procedures as necessary.

2.4 Liaise with team members as required to highlight particular needs of individual children, within the Key group.

3.0 Duties Associated With the Day to Day Running of the Nursery

3.1 Assist in the supervision of individuals or groups of children to ensure their well-being and safety.

3.2 Assist in the promotion of a quality curriculum that upholds established nursery policies, regarding sensitivity to the needs and requirements of different ethnic, cultural and social backgrounds and to provide a curriculum which supports the community.

3.3 Presentation of children's work and the compilation of displays.

3.4 Maintenance of equipment and materials in the nursery.

3.5 To be responsible for domestic duties including tidying, cleaning, washing-up and laundry within the nursery.

4. Miscellaneous

Carry out your duties with due regard to current and future School & Council policies, procedures and relevant legislation, under the direction of the Headteacher. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding.

**J
O
B

D
E
S
C
R
I
P
T
I
O
N**

KIRKLEES COUNCIL

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

J O B D E S C R I P T I O N

COMPETENCIES

In order to be short listed for this job, you will need to demonstrate using examples in your application that you have the experience and competencies listed below. Competence may be demonstrated through knowledge, experience, skills, abilities, education, training, work and other activities. In your response you should describe the activity you have chosen to demonstrate your competency, describe what happened, what the outcome was and how this relates to the job you are applying for.

For the **generic competencies** you should show how you meet each competency area only, not each individual example.

For the **technical competency**, please ensure each individual example is demonstrated.

Please do not submit more than 200 words in support of each competency.

If you are successful in reaching the interview/selection stage, you may be required to undertake practical tests to assess technical/core competencies.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Achieving Results	
Definition: Delivers to the required standards.	
Examples of key actions	Where identified
Is familiar and compliant with legislative requirements and council policies.	Application Form / Selection Process
Performs in a consistent and effective way reflecting on own performance.	
Learns from and corrects mistakes where necessary.	

KIRKLEES COUNCIL

J O B D E S C R I P T I O N

Meets required individual, team and service objectives.	

Continuous Improvement and Change	
Definition: Is receptive to and makes changes in own practice offering suggestions for improving service.	
Examples of key actions	Where identified
Adapts ways of working as agreed and to time, seeking support if necessary.	Application Form / Selection Process
Is positive about change and encourages others to adapt to change.	
Passes on to managers/team constructive suggestions and ideas on improving services for customers.	

Customer Focus	
Definition: Provides an effective service to customers.	
Examples of key actions	Where identified
Treats all customers with respect by listening to them, takes action to keep them informed of progress, meets their needs and provides help and advice.	Application Form / Selection Process
Passes on customer feedback	
Delivers service in a friendly, professional and responsive manner.	
Deal with customer complaint effectively and appropriately.	

Communication	
Definition: Communicates with people on day to day matters.	
Examples of key actions	Where identified
Is approachable, open and reduces barriers to effective communication.	Application Form / Selection Process
Communicates with people on day to day matters in a form that is appropriate to them and the situation.	
Presents a positive image of themselves and the service.	
Accurately reports, communicates and /or records work activities according to organisational procedures	

KIRKLEES COUNCIL

J O B D E S C R I P T I O N

Leadership	
Definition: Has a positive approach in their day to day role.	
Examples of key actions	Where identified
Understands how their role relates to service objectives.	Application Form / Selection Process
Maintains a positive approach and takes responsibility at an appropriate level.	

Personal Effectiveness	
Definition: Understands role requirements and own personal development.	
Examples of key actions	Where identified
Understands requirements of their role and the contribution that they make.	Application Form / Selection Process

Team Working and Partnership	
Definition: Makes a positive contribution to team spirit supporting and helping others.	
Examples of key actions	Where identified
Shares information with the team and others.	Application Form / Selection Process
Treats people with respect and fairness.	
Participates and contributes to team planning and discussions in a positive way.	
Recognises when others need help or when needs to be done and offers support.	

Technical Competencies	
Specific requirements for this post	Where identified
Examples of key actions	
Range of underpinning skills and knowledge which support this competency	Application form/ selection process
Level 2 qualification in early years & childcare	
Understanding of child development and child care	
Ability to assist in the provision of age appropriate, stimulating play activities	
Ability to maintain confidentiality	

KIRKLEES COUNCIL

Awareness of health & safety and practical hygiene issues and paediatric First Aid	
Understanding and knowledge of early years legislation and guidance	
Understanding and knowledge of safeguarding procedures	
Experience of working in an early years setting	
An up to date enhanced Disclosure & Barring Service certificate	Certificate

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: None

JD Reference No	
JD Prepared / Amended	Updated July 2014
Refers to Estab(s)	

**J
O
B

D
E
S
C
R
I
P
T
I
O
N**