



VICTORIA CENTRE
Registered Charity Number 278215

JOB DESCRIPTION

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| POST OF: | CHILDCARE WORKER |
| RESPONSIBLE TO: | Head of Children's Services |
| PAY RATE: | £14,926 per year (Gross Pay) |
| HOURS OF WORK: | 32 hours per week – flexible hours Monday to Friday, and some weekends and evenings |
| HOLIDAYS | 4 weeks per year plus bank holidays |
| LOCATION: | Victoria Centre, Palk Rd, Wellingborough |
| CONTRACT LENGTH | Permanent after successful completion of 4 months' probation |

ROLE BACKGROUND AND PURPOSE

The Victoria Centre provides a broad range of childcare services and activities across a number of areas, including Preschool, Afterschool and Holiday Club throughout the year. Your role is to work as part of our Childcare Team providing safe, high quality education and care for children aged from 2 years up to 12 years within the Centre's Child Care Services.

DUTIES ARE TO:

1. Assist in providing safe, creative and appropriate educational and play opportunities for all children, preparing activities, and organising programmes
2. Act as a Key-person to a small group of children, liaising with parents/carers to ensure individual needs are met and encourage parental involvement
3. Assess and promote children's learning and development and update their learning records using appropriate IT equipment, and produce Childcare reports and documentation as required
4. Follow all Childcare Service policies, support and promote Safeguarding and Confidentiality requirements re the protection of children and young people

5. Work with the Head of Children's Services to establish the highest standards of quality service, physical and emotional care, health and safety, and personal health and food hygiene at all times
6. Work creatively with children within the 'Early Years framework' and beyond, to provide a range of stimulating activities, and ensure equal learning opportunities
7. Work positively with colleagues, health professionals, agencies, parents, children and families to better meet children's needs and provide stimulating learning opportunities, as well as promoting the Centre's Childcare services and the Victoria Centre
8. Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policies, and promoting equal opportunity principles at all times
9. Attend staff training and planning meetings as required and have a positive approach to continuous professional development (CPD), being prepared to work towards a range of Childcare Qualifications including; Paediatric first aid, up-to-date food hygiene, and Early Years Qualifications, as well as being aware of OFSTED requirements and standards for all Child Care Services
10. Support children to prepare and serve their food, providing regular cooking opportunities, ensuring that food hygiene regulations are followed.
11. Be actively involved in maintaining standards of health and safety, carrying out day-to-day risk assessments and reporting any concerns and ensuring full compliance with the Centre's COVID 19 protection plans
12. Accompany children on outings and supervise outdoor play, wearing appropriate clothing, Hi Viz jackets and COVID 19 protection as required
13. Comply with legislation regarding working with children, and vulnerable adults including following GDPR requirements re-personal data confidentiality
14. Support in Victoria Centre work across all service areas and undertake any other duties deemed necessary by Victoria Centre Management, as required
15. Be prepared to work unsocial hours, at weekends as necessary and during school holidays as required

MAIN PERFORMANCE CRITERIA (OUTCOMES)

- (1) Parents and partners confirm they value your support and professionalism
- (2) You regularly produce and complete all paperwork or online reports required of you in a timely and efficient manner
- (3) Children you are supporting are happy and achieving their learning and development goals, as per the Early Years framework
- (4) Your skills are being enhanced and you are progressing towards your professional development goals
- (5) You have supported the promotion of Victoria Centre services and helped increase customer take up, including helping to host and promote events
- (6) You have shown flexibility and regularly supported across other areas of Victoria Centre activities

KEY QUALIFICATIONS – you will have ...

- Relevant level 3 qualification e.g. EYE (Early years educator) NVQ level 3 in children's care learning and development, Diploma in preschool practice, NNEB level 3 Certificate and Diploma
- Qualification in Paediatric first aid and food hygiene certificate (or be working towards)
- Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, and maths
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Requirement to participate in training/development as and when identified by line manager as essential for performance of the post.
- Understanding of principles of child development and learning processes and in particular barriers to learning
- Have a sound knowledge across a range of IT hardware, software and Cloud based IT applications as well as a keenness to try out and learn more

KEY QUALITIES, SKILLS AND EXPERIENCE, - you will....

- Have proven experience of working with children in an early learning environment, and across a range of age groups, showing you can interact well with them in all kinds of activities and settings
- Be able to listen to children and adults; including professionals carers and parents and respond positively to their needs and requests

- Have experience of working well with other agencies and partners
- Have experience of planning effective learning and care programmes and of working independently and using your own initiative to achieve success
- Be a helpful team member, with proven experience and be able to manage multiple tasks and keep Children safe
- Be a fluent English speaker and have excellent written, verbal and non-verbal communication skills
- Have good IT Skills and can use Laptops, Tablets and other IT hardware comfortably
- Be able to demonstrate and promote good practice within Children's Services and across the Centre
- Demonstrate a commitment to equality and diversity and how to implement
- Be DBS Checked (Data Barring Service) to an 'Enhanced' level
- Have an understanding the importance of maintaining confidentiality, and up holding all Child and vulnerable adult safeguarding requirements
- Have a personal commitment to learning and development and also be able to reflect on the Children's learning and care outcomes and support their development
- Have a knowledge and understanding of other support available in the community
- Be friendly, inclusive, flexible, reliable and committed to delivering excellent quality in your work
- Given the COVID 19 situation, you must have a good awareness of COVID 19 and its likely implications on our business and how we need to support Children safely as a result

NB – If you are successful satisfactory references will be obtained prior to commencement of employment.

Updated 12th February 2021
MJ / METH