*Job Title:* **Childcare Assistant**

*Hours:*  20hrs (9.30am – 1.30pm) Monday to Friday

*Duration:* March 2025 (Possible extension dependent on funding)

*Employed by:* Greenway Women’s Group (GWG)

*Responsible to:* Childcare Managers

*Salary:* £11,897.52 + Pension (Pro Rata)

**Main Duties will require you to work with Practice Room leader and other childcare staff to:**

1. Actively participate in providing a caring and stimulating environment, which meets the individual needs of all the children
2. Encourage, enable, stimulate and ensure the well-being of all children placed in the designated childcare room in line with both current legislation and organisational policies
3. Ensure the confidentiality of all personal information regarding children, their families or other staff, which may be learnt as part of your role, at all times
4. Assist in implementing a stimulating and varied programme of play, in order to enhance each child’s abilities; and in a way which ensures the safety and well-being of children at all times
5. Liaise with parents/carers of special needs children as required to ensure their full integration within the designated childcare room
6. Maintain an open, appropriate and friendly relationship with parents/carers
7. When required, complete observations and assessments of each child’s individual needs and plan to meet these needs in conjunction with the Practice Leader
8. Assist in ensure the childcare room is fully set out before the children arrive and tidied up after the children leave on a daily basis and a high level of hygiene is maintained at all times
9. Assist in ensuring that all equipment and play materials are stored in a logical manner and in a way which promotes children’s independence when choosing play materials
10. Assist children at mealtimes, offering help where needed and ensuring that these are sociable, enjoyable occasions for everyone
11. Provide a high standard of both room and personal hygiene appropriate to the age and stage of development of the child and ensuring a rotation of duties to ensure equality and promotion of a harmonious, effective team working environment
12. Listen to, encourage, enable and stimulate the children both on an individual level and as part of a team approach
13. Assist in providing a high standard of both room and personal hygiene appropriate to the age and stage of development of the child and ensuring a rotation of duties to ensure equality within the room team
14. Any other duties as may be deemed appropriate by your line manager

**Qualifications/Experience**

Essential:

* Recognised childcare qualification to QCF Level 2 or 3 or equivalent (OR) Working towards childcare qualification
* At least 1 years’ experience working in a childcare setting with children 0-4 years
* Experience of providing and planning a structured play environment for children 0-4 years.
* Excellent communication skills with children and adults.
* To work effectively as part of a team.
* Good organisational skills and a willingness at times to work flexible hours.

N.B. In applying for this post candidates are consenting to undergo required Access NI and Social Services Checks.