

**NEWHILL FIRST STEPS CHILDCARE AND AFTERSCHOOL CENTRE**

**Job Description**

**Job Title** Childcare Coordinator

**Reports to**  Day-care Centre Manager

**Hours**  Various hours/ shifts available

* Shift 1 25 hours - 7.30 am – 12.30 am
* Shift 2 25 hours -12.30 am – 5.30 pm
* Shift 3 37.5 hours (Flexible)

**Days**  Monday to Friday

**Salary** £28,770.00 pro rata

**Background** First Steps Day-care Centre is a leading childcare facility in the Upper Springfield area of West Belfast; caring for 72 children aged 0 to 12 years Monday to Friday between the hours of 7.30 a.m. to 5.30p.m.

**Main Responsibilities:**

**Job Purpose**

The role of the coordinator is to work as part of the management team to lead the day-to-day organisation of the Childcare Centre by providing high standards of care, play and educational support opportunities for children between the ages of 0 – 12 years old in a safe and secure environment.

* To work with the Day-care Manager that ensures the provision of a high-quality childcare service.
* To work with Social Services and statutory bodies.
* To ensure compliance with all policies and procedures.
* To ensure positive working relationships with staff members, outside professionals, parents, and carers.
* To deputise as Manager in the Manager’s absence as the person in charge.
* To supervise and appraise day-care staff as directed.
* To ensure that the centre is a safe environment for children, staff, and others.
* To be responsible for any tasks delegated by the Day-care Manager.

**Main Activities**

* To welcome all children, parents, and carers in a positive manner each day.
* To provide a safe, caring, always stimulating educational environment both indoors and outdoors
* Create a safe, welcoming, and friendly environment delivering high quality creative play and learning opportunities embracing each child’s individual needs, unique qualities, and personalities.
* To contribute to the development of programmes and activities for children specific to their age and stage of development
* To ensure preparation of all facilities such as room, materials and equipment to ensure facilities are clean and to high standard.
* Supervise the children and staff throughout the session ensuring that ratios are always adhered to.
* To ensure that Newhill Childcare Centre offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion, or beliefs.
* Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.
* To ensure a good standard of hygiene and safety and observe all relevant health and safety rules and guidelines.
* To ensure confidentiality of information always relating to children and families.
* To Implement all Policies and Procedures.
* To complete safeguarding training and be a named designated officer.
* To participate in training and development programmes and share all information gained with staff to promote good practice and continues professional development of the team.
* To attend and contribute to regular staff meetings.
* To carry out administration procedures, record keeping in line with minimum standards e.g. Room observations and Nursery Pal etc.
* To undertake appraisals and supervision as directed
* To work with other professionals in the local area for the benefit of children and families
* To understand and work to the day-care policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints, and emergencies.
* To work closely with the manager to update and review the self-evaluation and improvement plan.
* To undertake any other reasonable duties as directed, in accordance with the day-care’s aims and objectives.

**Person Specification**

Essential Criteria

Qualifications and experience

* A level 5 qualification in childcare education (Completion within six month)
* Minimum of five years’ experience working with pre-school children in group based or advisory role.

Knowledge and understanding

* In depth knowledge of minimum standards for the regulation of childcare provision
* In-depth knowledge of child development
* Proven experience of managing staff and motivating teams
* An understanding of staff induction, supervision, and appraisal process
* An in-depth knowledge of quality standards in early years.
* Knowledge and understanding of the importance of quality play for children’s development.
* Knowledge and understanding of the role of parents and carers in children’s development.
* An understanding of issues relating to young children and families.
* In depth experience of dealing with child protection issues and procedures.

Skills and Abilities

* Well-developed organisational skills including a flexible approach and ability to cope with a changing and varied workload.
* A high standard of written and verbal communication and presentation skills.
* Demonstrable IT skills

Desirable Criteria

* Designated officer training
* Child protection training
* First aid training
* Autism training
* Management or supervisory qualification.
* Experience working with children with additional needs.