



### Childcare Assistant

Team: First Steps, Chichester

Reports to: Childcare Manager

Location: Chichester

First Steps is open for 51 weeks of the year with core opening time of 7.30am to 6.00pm. It is closed only for Bank Holidays and the week between Christmas and the New Year.

#### Job Purpose

- To promote a safe, caring and stimulating childcare environment.
- To assist with the organisation and implementation of a programme of activities in accordance with the Early Years Foundation Stage appropriate to each age group.

#### Key Responsibilities

- To ensure that the children are happy, settled and well cared for.
- To be a key worker for named children and to plan for individual needs and to keep accurate records.
- To work as part of a team to ensure that the children's individual needs are met, and ensure that every child reaches their full potential.
- To work as part of a team to ensure effective and appropriate communication with parents, carers, members of staff and external agencies.
- To ensure health, hygiene and safety standards are maintained.
- To assist with all activities in the nursery as requested by senior staff.
- To respect and maintain the working environment and resources.
- To adhere to all First Steps operational policies and procedures.

## Job Description and Person Specification



### Role Context

First Steps Childcare Group expects staff to:

- Work within the context of the company's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with company policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The company's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The company's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the company's environmental sustainability commitment and work towards helping the company achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the company must not interfere with the effective delivery of your duties. Additional work requires approval by the Company Director.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

## Person Specification



| Criteria                                                                                                                                        | Essential/<br>Desirable | How Assessed                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------|
| <b>Experience</b>                                                                                                                               |                         |                                               |
| Working in a childcare setting or have undertaken a childcare placement                                                                         | Essential               | Application Form/<br>Interview/<br>Assessment |
| <b>Knowledge</b>                                                                                                                                |                         |                                               |
| An understanding of current Early Years regulations (including Every Child Matters, Early Years Foundation Stage and Ofsted National Standards) | Essential               | Application Form/<br>Interview/<br>Assessment |
| Health and safety                                                                                                                               | Desirable               |                                               |
| Equality Act 2010                                                                                                                               | Desirable               |                                               |
| An understanding of safeguarding vulnerable groups                                                                                              | Desirable               |                                               |
| <b>Qualifications</b>                                                                                                                           |                         |                                               |
| Level 2/3 in Early Years, Care and Education (or equivalent)                                                                                    | Essential               | Application Form/<br>Certificates             |
| Current First Aid certificate                                                                                                                   | Desirable               |                                               |
| <b>Skills and Abilities</b>                                                                                                                     |                         |                                               |
| Ability to relate to all children on their level                                                                                                | Essential               | Application Form/<br>Interview/<br>Assessment |
| Ability to communicate to a diverse range of people at all levels, verbally and in writing                                                      | Essential               |                                               |
| Time management skills, organisational skills and the ability to meet deadlines                                                                 | Essential               |                                               |
| Ability to work alone and as part of a team with excellent interpersonal skills                                                                 | Essential               |                                               |
| The ability to use initiative and work with minimum supervision                                                                                 | Essential               |                                               |
| Creative thinking skills                                                                                                                        | Desirable               |                                               |
| IT and keyboard skills, including the use of email                                                                                              | Desirable               |                                               |
| <b>Attributes</b>                                                                                                                               |                         |                                               |
| Flexible and proactive in approach                                                                                                              | Essential               | Interview/<br>Assessment                      |

## Person Specification



| Other Requirements                                                                                                                                                                                                                                                                                      |           |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|
| Able to work in a shift pattern                                                                                                                                                                                                                                                                         | Essential | Interview/Checks and Clearances |
| Occasional evening and weekend work will be required                                                                                                                                                                                                                                                    | Essential |                                 |
| Able to attend staff meetings and parents evenings                                                                                                                                                                                                                                                      | Essential |                                 |
| Satisfactorily meeting the Company's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), a signed self-declaration relating to the disqualification regulations, health assessment, references, qualifications and legal entitlement to work in the UK | Essential |                                 |

## Terms and Conditions of Employment



Any appointment is subject to the Company's terms and conditions of service.

**Working hours per week:** 37

**Working weeks per year:** 52

**Salary range:** £19,292 - £19,678 per annum

**Salary progression:** Salary progression is achieved through annual increments, in accordance with the Company's Performance Management Scheme.

**Holiday entitlement:** The annual leave year runs from 1 January to 31 December. 22 days per year. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.

**Holiday restrictions:** Leave cannot be taken on certain days designated by the Company, e.g. development days. Leave is to be agreed in advance with the line manager.

**Pension scheme:** Permanent and fixed term staff (regardless of how many hours they are contracted to) will automatically be entered into the National Employment Savings Trust ("NEST"), provided their appointment is for at least three months in duration. Participation is subject to its terms and conditions. The Company's policy is to contribute as an employer to staff in membership of the NEST only. Should staff opt out of the NEST, the Company will comply with the employer duties under Part 1 of the Pensions Act 2008 in respect of staff and it will automatically enrol or re-enrol staff into a pension scheme as and when required by law.