Lincolnshire YMCA Ltd

JOB DESCRIPTION

Childcare Worker

Job Title: Childcare Worker

Responsible to: Childcare Manager

Hours: 30 hours per week

Salary: £20,138.76 per annum

Location: YMCA Woodlands Day Care, Whitethorn Grove, Birchwood, Lincoln, LN6 0PF

Job Purpose

To provide a safe, caring, stimulating, exciting and professional environment for the children in your care, reflective and inclusive of the requirements of the Early Years Foundation Stage. Lincolnshire YMCA is a local charity with a vision to assist in the development of children, young people, families and their local community and to encourage individuals to positively contribute to society as well rounded citizens with community based morals and values. The YMCA is diverse operating childcare, youth work, housing, fitness, community support and work within schools at several sites throughout Lincolnshire, through a dedicated staff team.

Duties & Responsibilities

1. **Operational Responsibilities**
   - To provide and maintain close supervision of the children in your care at all times including meals.
   - To provide a safe and stimulating environment that provides opportunities for children to learn and develop.
   - To strictly adhere to the agreed nursery discipline procedures, promoting positive behavior at all times
   - To work as part of the nursery team to plan learning opportunities and experiences for all children within the nursery ensuring children are able to develop to their individual potential across all areas of learning and development
   - To help promote positive and respectful teamwork with all colleagues including volunteers and students
   - To maintain confidentiality at all times, both within and external to the setting, including social media and other online presences.
   - To ensure that your line manager is aware of any incidents affecting the welfare of the children in your care.
   - To help maintain the building in a safe and clean condition, ensuring all faults are reported through the appropriate channels
   - To maintain children's daily diaries and progress records.
   - To be flexible within the working practices of the setting. Be prepared to help where needed including to undertake certain domestic jobs within the setting including thoroughly cleaning all areas, and preparing snacks as required.
   - To work alongside and develop strong working partnerships with all outside agencies that are involved with the children within our care
   - To work together with parents/carers to create a consistent and supportive approach for each child

- Be aware of, understand and ensure that all OFSTED requirements are met at all times
- Work alongside the Senior Childcare Manager, nursery Manager and staff team to ensure that the philosophy of the organisation is fulfilled

2. Individual Accountability

- To ensure punctuality and effective time keeping at all times
- To be aware of, keep up-to-date with and actively implement the settings policies and procedures to ensure all legal obligations are fulfilled in accordance with current legislation and guidelines
- To attend training programs and staff meetings as required and be flexible in attending additional social activities such as Christmas parties and similar
- To adhere to the dress code of the nursery at all times
- To ensure that mealtimes are a time of pleasant social sharing where children are encouraged to be independent
- To be committed to developing and maintaining a multi-cultural, anti racist, non sexist environment, respecting the individual differences of children, their families and colleagues.
- Washing and changing children as required
- Providing comfort and warmth to all children, particularly at times when children are upset or unwell
- To establish and maintain close liaison with the families of each child in your care, in particular, those within your key group
- To be responsible for ensuring you current, up-to-date knowledge of children's individual allergies, health and development needs
- To ensure the rooms run effectively, professionally and create a homely atmosphere that welcomes everyone with a smile at all times
- To open up and lock up setting as required by setting manager

3. Personnel

- To work as a team and help out in all areas when needed
- To establish good professional relationship including showing sensitivity and respect with all colleagues both at the nursery and within the wider organisation

4. Finance and Administration

- To be responsible for the control and storage of all resources and consumables, minimizing waste and requesting stock replenishment in a timely manner
- To take payments from parents when necessary

5. Marketing

- To have good customer awareness
- To positively promote the setting when conversing with existing and potential families

6. Training and Development

- To attend and be proactive in seeking out training opportunities
- Attend regular staff meetings as required
- To undertake regular continuous professional development

7. Health and Safety

- To ensure that the highest standards of health and safety apply to both children, staff, parents and visitors, maintaining a safe and secure environment
- Maintain an up-to-date knowledge of food allergies and an awareness of all children with

all children with known allergies
- To carry risk assessments as required and to ensure up-to-date knowledge of all existing risk assessments

8. Scope and Limits of Authority

- The post holder is to be responsible for their own workload on a daily basis.
- The post holder is required to report anything of significance relating to the department to their line manager.

NB: This job description is not intended to be a complete inventory of all the activities the job holder would be expected to undertake. The job holder is required to comply with all the nursery's policies and procedures and to meet his/her responsibilities under the Health and Safety at Work Act. This Job Description will be subject to review and change, in line with future development**.**

1. Personnel Specification – Childcare Worker

Attributes	Criteria	Rank
Education and Training	1. Minimum of a relevant and recognised Level 2 qualification 2. A full and relevant Level 3 qualification or desire to work towards it 3. Evidence of ongoing personal development training 4. Desire to continue with professional development	Essential Desirable Desirable Desirable
	5. Recent Paediatric First Aid certificate 6. Basic Food Hygiene 7. Safeguarding Training	Desirable Desirable Desirable
Relevant Experience	8. Experience in working in an early years setting 9. Experience of working with different age groups from 0-5 years 10. Experience of implementation of EYFS 11. Experience of working in partnership with parents	Essential Desirable Essential Desirable
General and Special Knowledge	12. Knowledge of key legislation relevant to Early Years such as EYFS, SEND, safeguarding, Childcare Act 2006 13. Knowledge of child development and children's needs 14. Ability to work with parents/carers/families to encourage partnership working 15. Enthusiasm for working with young children and committed to providing high quality childcare	Essential Essential Essential Essential
Skills and Abilities	16. Ability to communicate well with adults and children 17. Ability to work as part of a team 18. Ability to write legibly 19. Good presentation skills 20. Possess a level of general computer literacy with a range of IT skills(word, excel etc). 21. Good organisational skills 22. Punctuality 23. Reliability and trust worthiness 24. Ability to demonstrate creative abilities	Essential Essential Desirable Desirable Desirable Desirable Essential Essential Desirable
Safeguarding	25. A commitment to safeguarding and promoting the welfare of children, young people and families	Essential
Any Additional Factors	26. Understanding of Equal Opportunities 27. Awareness of Health & Safety and practical hygiene issues 28. Ability, flexibility and willingness to take on other responsibilities or	Essential Essential Essential

	duties as deemed necessary 29. Knowledge and understanding of child protection and safeguarding issues	Essential