

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**TITLE:** Childcare Specialist  
**RESPONSIBLE TO:** The Dry Arch Children's Centre Management Board, through Centre Manager  
**Location:** Dry Arch Children's Centres  
**Hours:** 37.5 – 40 hours per week

### **MAIN DUTIES & RESPONSIBILITIES**

The overall policy of the group will be laid down by the Management. Within the terms of this policy the assistant will help in the day-to-day running of the group and ensure that there is a safe, caring and welcoming environment for children and their families.

1. The Childcare specialist will help to ensure the overall safety and well-being of the children and the implementation of the standards that are laid down by management and adhere to the Social Services registration regulations.
2. Will participate fully in planning and implementing planned activities which allow the children to experience creative, imaginative, manipulative, social and physical play and ensure the inclusion of natural materials both on a one to one basis and in a group setting.
3. Within a key worker system, ensure that through observation, evaluation and record keeping the individual needs of children are identified and that there is consistency of care and progression of the play curriculum throughout the year.
4. Will also help to ensure good standards of hygiene are followed, including safety of equipment and effective personal hygiene routines for children assisting children where required with self-help tasks.
5. Will assist in keeping up-to-date records as stipulated by Social Services and the requirements of management, e.g. daily register accident book and observations of children's development.
6. Will work in partnership with parents, helping to ensure that they are kept fully informed of their child's overall development within the group through sharing written observations.
7. Will attend regular, ongoing training as laid down by Management.
8. Ability to work well as part of a team and communicate at all levels with both adults and children.
9. Will keep confidential any personal information regarding the children, their families or other staff, which he / she learns as part of his/ her job, such information should only be passed on in the interest of a child (Child Protection)
10. To undertake any other tasks requested by Management in line with role.

**This Job Description is neither definitive nor restrictive and may be modified at any time to meet changing needs.**

**PERSON SPECIFICATION**

**Childcare Specialist**

<b><u>ESSENTIAL REQUIREMENTS</u></b>	<b><u>DESIRABLE REQUIREMENTS</u></b>
<b>EDUCATION</b> <ul style="list-style-type: none"> <li>• QCF/NVQ Level 2 Diploma in Childcare, Learning and Development or equivalent</li> </ul>	
<b>JOB EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Experience working in a children's day care setting</li> </ul>	<b>JOB EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Experience of implementing and planning activities</li> </ul>
<b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Working knowledge and good understanding of child development</li> <li>• Knowledge and understanding of the Minimum Standards and Childminding &amp; Daycare Regulations</li> <li>• Knowledge and understanding of confidentiality, professional boundaries and safeguarding children</li> </ul>	
<b>QUALITIES/ SKILLS</b> <ul style="list-style-type: none"> <li>• Have the ability to ensure paperwork and records are kept up to date</li> <li>• Must have the ability to provide warm and consistent care which promotes children's development</li> <li>• Must have the knowledge, understanding and commitment to treat all children as individuals with equal concern</li> <li>• Must have a caring disposition, integrity, and be passionate about working with children</li> <li>• Must be able to develop positive relationships with colleagues, parents, children and outside agencies</li> <li>• Must be a positive team worker with excellent written and verbal communication skills</li> <li>• Must be reliable and trustworthy</li> <li>• Must have excellent organisational skills and the ability to plan ahead and manage time efficiently</li> <li>• Must have a positive approach to completing further training</li> </ul>	
<b>FLEXIBILITY</b> <ul style="list-style-type: none"> <li>• Must be flexible and be prepared to work outside normal hours to fulfil the role, or to provide cover in both centres from time to time</li> </ul>	