

Northumberland County Council

JOB DESCRIPTION

Post Title: Assistant Daycare Officer	Director/Service/Sector: Wellbeing & Community Health Group		Office Use
Band: 4	Workplace: Berwick Children's Centre		JE ref: 3511 HRMS ref:
Responsible to: Daycare Officer	Date:	Manager Level: N/A	
Job Purpose: To facilitate high quality childcare and play/early learning experiences for children attending Full daycare services within the Children's Centre. To support the Daycare Officer with the day to day operational running of the service.			
Resources	Staff	Daycare staff team	
	Finance	n/a	
	Physical	n/a	
	Clients	Children from 0-5 years and their families	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. To assist the Daycare Officer in providing high quality childcare and play/early learning opportunities through the planning and delivery of a wide range of activities appropriate to the child's needs and stage of development. 2. To support the Daycare Officer in providing consistency in facilitating children's physical, emotional, intellectual and social development and ensuring all relevant records pertaining to children are updated regularly, in partnership with parents. 3. To work closely with parents/carers, sharing information about children's progress and encouraging parent/carer involvement in the daycare within the Children's Centre. To have a good working knowledge of children with SEND and procedures to follow to ensure support for these children is in place. 4. To support the Daycare Officer to ensure that the nursery is a safe environment for children by complying with all policies, procedures and standards relevant to the Nursery/crèche setting, ensuring that safety and hygiene standards are high and undertaking risk assessments as agreed by the Children's Centre Co-ordinator/Nursery Officer. 5. To work closely with childcare staff to support children and their families who may have additional needs providing and supporting the Daycare Officer with evidence to secure additional funding to support these children and working with relevant agencies. 6. Provide the Children's Centre Co-ordinator/Daycare Officer with regular feedback regarding parents concerns, requests and observations. 7. To contribute to the development and use of imaginative and creative approaches to play/early learning, both indoors and out. 8. To work as part of a team, contributing to the development of the Nursery team and its service delivery and to assist the Daycare Officer in the development and review of childcare Policies and Procedures. 9. To work collaboratively and flexibly with other parts of the Sure Start Children's Centre programme including Cubs & Kits Preschool (Hadston), including involvement in outreach and work delivered from other centres. 			

10. Assist in the day-to-day supervision of students, trainees and volunteers as requested by the Daycare Officer, and participate in their assessment as required.
11. To assist the Daycare Officer with staff rotas/holiday requests.
12. To undertake appraisals with Nursery Staff supporting the Daycare officer.
13. To be able to manage their own workload within the daycare environment.
14. To undertake other duties and responsibilities as required, commensurate with the grade of the post.

Other

15. Responsibility for helping to keep children and young people safe by providing a safe environment for children and young people to learn in.
16. Identifying children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Able to travel between outreach venues to deliver childcare and crèches. Occasional travel required to venues across Northumberland to access training and attend meetings.
Working patterns:	37 hours per week between 7.45am and 6.15pm. Occasional evening and weekend working to cover needs of the service.
Working conditions:	Mainly within the childcare provision at Berwick Children's Centre, but occasionally to provide crèches, drop-in and play sessions from outreach venues.

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PERSON SPECIFICATION

Post Title: Assitant Daycare Officer	Director/Service/Sector: People Group Learning and Development 0-19 Service	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Early Years Qualification: e.g. NNEB, B/TEC Diploma in Nursery Nursing, NVQ level 3 in Childcare and Education or equivalent. 	<ul style="list-style-type: none"> • Be entitled to drive a vehicle with between 9 and 16 passenger seats. (Category A old style licence, D1 new style licence) 	
Experience		
<ul style="list-style-type: none"> • Recent experience of working with young children in a group setting. • Experience of working in partnership with parents/carers and children 	<ul style="list-style-type: none"> • Experience of working in partnership with parents/carers and children • Experience in a child-focused community based project • Experience of working with children with disabilities 	
Skills and competencies		
<ul style="list-style-type: none"> • Sound understanding of child development and children’s needs. • Ability to communicate effectively with young children, their parents/carers and colleagues • Ability to manage own workload and work within the Nursery room planning and delivering a range of activities • Knowledge of relevant policies, procedures and standards. • Ability to work with parents/carers supportively and non judgementally, positively encouraging their involvement in the nursery/wider Sure Start Children’s Centre programme. • Ability to plan and deliver a range of play activities. • Ability to record information accurately and appropriately. • Willingness to work flexibly and creatively as part of a team, in a developing environment • Willingness to undertake further training to support professional development. • Able to work in an anti-discrimatory way in accordance with Northumberland County Council and Sure Start Children’s Centre principles. 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Physically capable of discharging the requirements of the post 		
Other		
<ul style="list-style-type: none"> • Flexible regarding hours of work. • Able to meet travel requirements of the post. • Commitment to keep children and young people safe by providing a safe environment for children and young people to learn in. 		

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| <ul style="list-style-type: none">• Commitment to identify children and young people who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe. | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits