

# Job description

Job title: Childcare Worker  
Grade: Dorset Grade 4  
Job evaluation reference: EY508  
Job family: Education and Youth

## Purpose and impact

1. To support senior leaders in providing a safe, secure and stimulating learning environment for the children.
2. To be part of a team in creating a safe and stimulating environment, to support the care and learning of children.

## Key responsibilities

3. To support the senior leadership team.
4. Carry out planned activities under the general guidance, direction and supervision of senior leaders
5. Be a member of the team providing high quality day care provision.
6. Contribute to the planning and delivery of the Early Years Foundation Stage (EYFS) Framework, which leads towards the meeting of agreed objectives and targets (for staff, children and setting).
7. Perform the Key Person role to ensure every child's learning and care is tailored to meet their individual needs (from EYFS)
8. Engage and support parents and/or carers in guiding their child's development at home. Help families engages with more specialist support if appropriate.
9. Keep records as directed by senior leaders.
10. Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment environment.
11. Be committed to the principles of equality of opportunity for all.
12. Read, discuss, understand and implement all policies and procedures.
13. Encourage parental involvement and working in partnership with families and maintain confidentiality
14. Undertake/take on specific roles or manage projects in the setting, commensurate with the Grade.
15. Committed to undertaking further training and professional development as required
16. Adhere to local safeguarding children policy. (Responsibility for promoting and safeguarding the welfare of children and young people.)
17. Support Managers to attend meetings as appropriate (including outside the setting and out of working hours, such as Team Around the Child meetings).

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Supervision and management

18. Reporting to: Childcare Supervisor/Senior Childcare Worker
19. Responsibility for: N/A

## Other factors

20. On a daily basis, under the direction of the senior leaders. plan and carry out activities for individual and groups of children
21. Use a variety of techniques to establish supportive relationships with children, parents and carers.



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22. Within agreed policies and procedures, make decisions for the benefit of children in relation to their activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented, particularly in relation to the safety and welfare of children.
23. A range of indoor and outdoor resources
24. Responsible for books, stationery and writing equipment.
25. Responsible for IT equipment.
26. Indoor and outdoor learning environments.
27. Guidance is normally available and more complex or controversial decisions will be referred to the Childcare Manager.
28. Contact with children on a 1:1 and group basis.
29. Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.
30. Contact with parents / carers to provide support for children, such as giving feedback on children's particular needs.
31. Where necessary and with guidance from senior leaders, liaise with other agencies to support individual children.
32. Most of the working day is spent standing, with periods of crouching / bending to engage children in activities
33. There may be occasional need to physically lift children
34. The role will involve the intimate care of children (e.g. changing nappies and potty training).

### **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



# Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

## Essential

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Level 2 qualification with willingness to work towards Level 3 in Early Years and Childcare.
<b>Skills, abilities &amp; knowledge</b>
2. Awareness of children's needs
3. Excellent rapport with children and young people
4. 22. Effective team working
5. 24. Maintain confidentiality
6. 25. Effective communication
7. Listen to and respond to direction from a supervisor
<b>Behaviours</b>
8. <a href="#">Respect</a>
9. <a href="#">Responsibility</a>
10. <a href="#">Recognition</a>
11. <a href="#">One Team: Collaboration</a>

## Desirable

<b>Qualifications/ training/registrations</b>
12. Paediatric First Aid Certificate
13. Safeguarding training
14. GCSE Grade C in Maths and English
15. Health and Safety / Risk Assessment
16. Food Hygiene
<b>Experience</b>
17. Working / volunteering with children
18. Record Keeping
19. Assisting delivery of the EYFS
20. Encouraging parental involvement
21. Involvement in risk assessment
<b>Skills, abilities &amp; knowledge</b>
22. Understanding of child development
23. Record keeping
24. Awareness of equality and inclusion

25. Awareness of safeguarding procedures
26. Understanding of the EYFS
27. IT Skills
28. Professional working relationships

<b>Approval</b>			
Manager	Amanda Davis	Date	March 2014

