

## **JOB DESCRIPTION**

### **Job Title**

Early Years Assistant

### **Responsible to**

Room Leader

### **Working relationships**

- CEO, Deputy CEO, Director of Programmes, Childcare Programme Manager, Childcare Manager, Deputy Childcare Manager, Room Leader, Deputy Room Leader, Early Years Educator
- YMCA Trinity Group staff, students and volunteers
- Cambridgeshire County Council, Ofsted, external agencies, children and young people and their families and the wider community

### **Job purpose**

- To support the Room Leader and Deputy Room Leader in the day to day running of the room whilst adhering to YMCA Trinity Group policies and procedures.
- Assist the nursery team in providing a caring, safe, stimulating environment in order for children to grow and meet their full potential.
- To comply with all H&S, EYFS, OFSTED legislation and requirements

### **Main tasks**

The postholder will:

- Assist the nursery in securing and sustaining OFSTED registration.
- Ensure high quality inclusive childcare is continually provided.
- Plan and deliver a suitable learning programme in line with the EYFS that offers a wide range of learning experiences and act as a keyworker for a group of children
- Be responsible for maintaining effective communication and encouraging and developing a team environment
- Ensure all daily routines are adhered to
- Liaise and support parents and carers, ensuring they are well informed of their child's progress
- Promote cooperative working and networking between YMCA Trinity Group Childcare settings.
- Have up to date knowledge and understanding of Early Years practices and current curricula

- attending training courses as appropriate
- Provide efficient administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies.
  - Ensure that risk assessments are completed as necessary for activities, equipment and environment.
  - Support the induction of staff, students and volunteers.
  - Support staff in order to fulfil their role.
  - Support apprentices, students and work experience placements.
  - Attend regular team meetings
  - Implement all organisational and department policies, these include safeguarding and equality and diversity
  - Work towards and achieve agreed quality assurance schemes
  - Ensure excellent customer service is provided and queries or complaints are dealt with in line with organisation policy
  - Promote the Aims and Purposes of the YMCA, specifically holding in balance the Christian, charitable and commercial aspects of the Association's work.
  - Operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines
  - Offer a commitment to work unsocial hours when required.

**Other Tasks**

- Any other jobs within the capabilities of the post holder.

**Post: Early Years Assistant**

<b>Education / Qualifications / Knowledge:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Educated to Level 2 early years qualification or equivalent	√		
A knowledge of legislation, guidance and standards relating to early years provision and childcare		√	
Working knowledge of the EYFS	√		
An understanding of the need to value the views, skills and expertise of others		√	
A knowledge of integrated work procedures (CAF)		√	
Knowledge and understanding of SEN Code of Practice and safeguarding		√	
<b>Aptitudes and skills:</b>			
Good verbal and written communication skills and ability to relate well to children and adults	√		
Knowledge of Health and Safety at work			
Good organisational skills	√		
Able to exercise close attention to detail and maintain accuracy levels	√		
Able to present self and work effectively	√		
Able to work alone and in a team, with good interpersonal skills	√		
Able to communicate with a wide range of staff and external contacts	√		
Good time management and an ability to prioritise	√		
Excellent IT skills		√	
<b>Experience:</b>			
Experience of working in an early years setting	√		
<b>Personal qualities:</b>			
Be sympathetic and committed to the Christian aims and purposes of YMCA Trinity Group	√		

Have personal and professional integrity	√		
Have a vision of an integrated and inclusive programme of activities		√	
A genuine respect and regard for children and families, understanding the issues that impact on their lives	√		
To show a commitment and enthusiasm towards achieving positive outcomes for service users	√		
Be able to work on own initiative	√		
Understand and respect the principles of confidentiality	√		
<b>Circumstances:</b>			
Able to work under pressure and work extended and unsocial hours	√		
<b>Physical health:</b>			
Able to meet the demands of the post with or without reasonable adjustment	√		
<b>Equal opportunities:</b>			
An understanding of equal opportunities issues	√		
Commitment to Equal Opportunities legislation and an understanding of, and commitment to work within the principles of diversity	√		