

## JOB DESCRIPTION

**Job Title** Kickstart Childcare Worker

**Responsible to:** Room Leader

**Working Relationships:** Childcare staff

### **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's policies and procedures. Assisting the childcare team in providing a caring, safe, stimulating environment for children to grow and meet their full potential.

### **Main Tasks**

- Assist the nursery in securing and sustaining OFSTED registration
- Ensure high quality inclusive childcare is continually provided
- Work alongside other team members to deliver a suitable learning programme in line with EYFS that offers a wide range of learning experiences
- Maintain effective communication and encouraging and developing a team environment
- Ensure all daily routines are adhered to
- Have up to date knowledge and understanding of Early Years practices
- Provide efficient administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies
- Assist with risk assessments as and when required
- Support other staff in order to fulfil their roles
- Attend regular team meetings
- Implement all organisation and department policies & procedures, these include Safeguarding and Equality, Diversity & Inclusion
- Ensure excellent customer service is provided

### **Other Tasks**

- To carry out other tasks within the post holder's capabilities as directed by your line manager
- A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk
- A commitment to the General Data Protection Regulations and relevant policies and procedures
- To support YMCA Trinity Group to implement quality and continuous improvement through the implementation of quality assurance systems relevant to the organisation and your delivery area
- Undertake core and relevant training to enhance personal and professional development
- To work within YMCA Trinity Group policies and procedures, with particular regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Christian Aims & Purposes of YMCA

## PERSON SPECIFICATION

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
A knowledge of legislation, guidance and standards relating to early years provision and childcare		✓
Working knowledge of the EYFS		✓
Knowledge of Health and Safety at work		✓
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to work towards a Level 2 or Level 3 early years qualification or equivalent		✓
<b>Experience</b>		
Experience of working in an early years setting		✓
<b>Skills &amp; Abilities</b>		
An understanding of the need to value the views, skills and expertise of others		✓
Good verbal and written communication skills and ability to relate well to children and adults		✓
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		✓

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Have personal and professional integrity	✓	
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	✓	
Sympathy with the Christian Aims and Purposes of the YMCA	✓	
High levels of honesty, integrity and discretion	✓	