

Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

Childcare Worker Job Description

Job Title: Childcare Worker (L2/3) 8am-1pm or 1pm-6pm (job share)
Managed by: Tiger Room Leader
Responsible for: Supporting children attending sessions at Sunshine
Sunshine Nursery & Daycare (inc. crèche if parent on-site).
Hours: Between 8am-6pm (to be agreed) initially a 1 year contract.

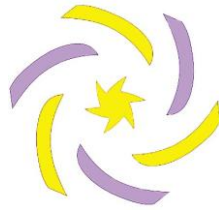
Sunshine Children's Centre Charity is looking for a Nursery Nurse, minimum qualification of level 2 and working towards level 3 or already holds a qualification in Early Years above level 2. The successful candidate will work alongside the current staff team of two Room Leaders and other casual staff to create a happy, fun and stimulating environment where children can develop to their full potential. You will show enthusiasm and willingness to continue to learn and develop professionally, and follow our internal policies / procedures ensuring the day to day safety and wellbeing of the children is maintained at all times. You will be the named Key Person for a small number of children to ensure all their basic and development needs are met, follow guidelines using the Early Years Foundation Stage (EYFS) to plan, prepare and supervise activities that will both interest and stimulate the children's development. You will have a responsibility of ensuring your key children feel safe and secure and you will build relationships with their parents / carers. For more information on Sunshine Children's Centre Charity please visit our website – www.sunshinecharity.com - and request an application form by clicking the "job vacancies" tab – **CV's will not be accepted.**

Purpose of the post

The Childcare Worker will support children, parents, grandparents in the Sunshine Children's Centre Charity area of Watford and surrounding area and work to meet the objectives of specific projects including Open Days and Parents Evenings. The successful candidate will work with other childcare workers or Childcare Room Leaders within three childcare rooms (Tiger, Giraffe & Zebra) at Sunshine Nursery & Daycare. The charity Head Office and Nursery is based at 83 Market Street, Watford WD18 0PT. You will ensure that children's needs are reflected in the planning and delivery of services.

You will provide our accessible information to ensure parents receive the support they need in order to increase opportunities and strengthen family life; bringing better outcomes for children.

Sunshine Children's Centre Charity
Chief Executive Officer: Andrew Waite
83 Market Street, Watford
Hertfordshire WD18 0PT
Tel: 01923 330763
Charity Registration Number – 1126230
Email: Nursery@sunshinecharity.com

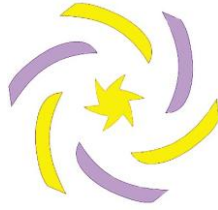


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A guidance model of Early Years Childcare Working is in the Surestart Children's Centre Practice Guidance (DFES 2006 section 3) & The Early Years Foundation Stage document (2008).

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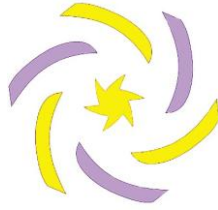
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Main Responsibilities for: "Childcare Worker"

- Observe and monitor children's play activities.
- Keep records on individual children, including daily observations and information about activities, meals served and medications administered.
- Populate a Learning Journal with direction from the Room Leaders.
- Instruct children in health and personal habits such as eating, resting, hand-washing and toilet habits.
- Read to children, teach them simple painting, drawing, handicrafts and songs.
- Organize and participate in recreational activities, such as games.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Organize, clean and store toys and materials to ensure order in activity areas.
- Sterilize bottles.
- Dress children and change nappies or assist with toilets (intimate care policy applies).
- Perform housekeeping duties such as checking and tidying the play areas, footpaths and sweeping up public footpath areas before or after activities.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Sanitize toys and play equipment.
- Illustrate clear boundaries to children and recommend or initiate other measures to control behavior (Behaviour Policy applies), such as caring for own clothing and picking up toys and books.
- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' and Designated Senior Person's attention.

General

- To keep accurate and up to date registers and records of children and activities using Learning Journals undertaken using monitoring forms and enter data electronically if needed.
- To participate in line management meetings and performance management objectives.
- To undertake all duties with regard to the organizations' Equal Opportunities Policy and procedures.
- To attend appropriate Sunshine Children's Centre Charity core team meetings or training and other meetings as required as directed by your line manager.
- In order to deliver a responsive service a degree of flexibility is needed.
- Saturday working could be necessary at times for occasional Open Days (approximately every 3mths)



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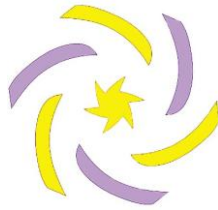
▪ Person Specification

Essential

- Qualified NVQ Children's Care, Learning & Development or Children & Young People's Workforce Development level 2 or above (or working towards level 3 essential).
- Excellent communication, interpersonal and social skills with adults and children.
- Experience of working with young children and awareness of child protection issues.
- A willingness to attend identified skills training (Continued Professional Development).
- An ability to empathise with parents/carers of small children.
- A non-judgmental way of working.
- Committed to equal opportunities' principles and practice.
- The ability to hold professional boundaries – retaining sensitivity to the needs of others (additional employment elsewhere may impact on professional boundaries).
- Ability to work on your own initiative and as part of a team.
- Basic computer skills and report writing.
- Available to work flexibly including some weekends & monthly evening meetings.
- Willing to undertake an Enhanced CRB check

Desirable

- Awareness of the Sure Start initiative, Birth to Three Matters (2002 – DFES), Every Child Matters, OFSTED, Early Years Foundation Stage Curriculum, the Disability Discrimination Act (1995 amended 2005) and other appropriate policies.
- Knowledge of child development issues and what can affect a child's development.
- An understanding of the needs of parents, young children and families, ideally through personal experience.
- Some experience of working in a Nursery, Daycare or Crèche environment.
- A second language which might reflect the needs of our local communities.
- Current Paediatric First Aid Certificate (under 3 years old)
- Current Food Hygiene Certificate
- Current Safeguarding Certificate



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EQUALITIES

- Understand and value the diversity of the communities served by Sunshine Children's Centre Charity.
- Ensure that the Centre provides equality of access to opportunities to learn and develop for all children and families.

CRIMINAL RECORDS BUREAU

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

ADDITIONAL INFORMATION

- The post is TERM TIME; contracted through Sunshine Children's Centre Charity (www.sunshinecharity.com) Hours of work will be 8am-6pm Monday to Friday and subject to change with notice. Sunshine Children's Centre Charity conditions of service apply.
- Flexibility in the hours of work will be necessary in order to meet the needs of the service. Additional hours may be required on occasion in negotiation with the Room Leaders, this could include working Saturdays.

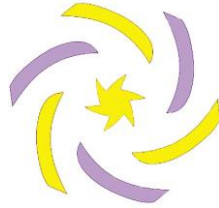
ORGANISATION CHART

- The Chief Executive Officer has overall direct line management responsibility.
- Childcare Workers are Line Managed by Room Leaders.
- Please refer to the developing Organisational Chart.
- Sunshine Children's Centre Charity has a clear vision and mission that has been developed through our Board of Trustees.

SUPERVISION

- Line Managed by the Childcare Tiger Room Leader.
- Accountable to the Room Leaders, Deputy Manager & Chief Executive Officer.

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WORKING ENVIRONMENT

- Working with very young children in a variety of settings may require additional cleaning and tidying, especially around your own workspace. Responsibility for keeping the childcare and office workspace is everyone's responsibility although a dedicated cleaner works as part of the Childcare Team.

Job Details

Term-time 1 year fixed term contract

20 hours per week term-time (2 part-time posts, either morning or afternoon)

£6.20 per hour, holidays to be taken during Term Breaks.

Closing Date for applications – February 29th 2012

Short listing – Monday March 5th 2012

Interview date – Thursday March 8th 2012

Sunshine Children's Centre Charity is a family friendly organisation.

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