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**Job Title:** Childcare Assistant

**Reports To:** Childcare Manager

**Salary:** £16,286.40 p.a.

**Location:** Skainos Square, 239 Newtownards Road, Belfast BT4 1AF

**Hours:** 40 hours per week

**Leave:** 34 days including 12 statutory days p.a.

**Pension:** National Employment Savings Trust (NEST)

**Health Care:** An employee health care plan is available after successful completion of probationary period

**Probation:** This post is subject to a 6 month probationary period

Bright Sparks offers a full day care service for 87 children up to the age of 12 years in day care and afterschool’s settings. Bright Sparks provides an environment where children are happy, stimulated and kept safe and healthy. We aim to ensure children have plenty of opportunities to grow and develop to allow them to reach their full potential.

# Main Responsibilities

* To work as part of the childcare team within Bright Sparks Childcare Facility in providing a stimulating and quality learning environment for children.
* To play a full and participative role in children’s mealtimes, breakfast, lunch and breaks.
* To ensure a good standard of hygiene at all times to include, nappy changing, cleaning of equipment and rooms.
* In consultation with the Childcare Team to plan and implement a relevant play programme to meet individual children’s needs.
* To keep up to date records in line with Bright Sparks Childcare Policy and Procedures ensuring confidentiality at all times.
* To ensure meals meet the children’s dietary requirements and comply with food safety regulations,
* To participate in special seasonal or EBM projects i.e. trips, workshops, events etc.
* To liaise with parents regarding children’s progress on a regular basis.
* To participate in staff development and training as and when required.
* To attend regular staff and team meetings.
* To adhere to Health and Safety at work regulations and Bright Sparks Policies and procedures
* To develop working knowledge of relevant Childcare legislation and best practice.
* To ensure that the nursery meets and exceeds relevant inspection standards.
* To promote a positive and professional image of Bright Sparks at all times.
* Any other reasonable duties as may be required by the Childcare Manager or Head of Business Development.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

# Education/qualifications

* QCF/ Level 2/3 Diploma in Children’s Care Learning and Development

### Experience

* Minimum 9 months experience in a daycare setting.

### Knowledge and Skills

* Effective communication skills both written and verbal with adults, children and outside agencies
* Good observation and record keeping skills
* Good organisational skills
* Ability to adapt to different groups / individual children / routines
* Ability to implement policies, procedures and play programmes
* Knowledge and understanding of child development
* Flexibility with regards to working hours and role responsibilities
* Ability to work as part of a team
* Good work attendance history

### Personal Attributes / Disposition

* A commitment to the ethos of East Belfast Mission
* A friendly, caring, helpful, flexible, open-minded and patient disposition

**Desirable Criteria**

* Experience of working with families/children with additional needs
* Paediatric first aid certificate

**Additional Notes**

This position gives the post holder access to children and young people and the successful candidate will therefore be required to disclose details of any criminal convictions, including spent, bound-over orders and cautions in accordance with the Access NI Vetting and Baring Scheme and our organisation’s Children Protection Policy and Procedure. An AccessNI check will be carried out, and in applying for this position, you are in agreement for the organisation to carry out this necessary check.

East Belfast Mission is an Equal Opportunities Employer

