**LOWER ORMEAU RESIDENTS ACTION GROUP (LORAG)**

**Shaftesbury Community and Recreation centre, Balfour Avenue, Belfast**

**Maternity Cover – 9 Months**

**PART-TIME ASSISTANT CHILDCARE WORKER**

**JOB DESCRIPTION**

**POST**  Part-time Assistant Childcare

**REPORTS TO** Childcare Supervisor and Centre Children’s Services Manager

**SALARY** £8.32 per hour (NJC 3)

**LOCATION** Shaftesbury Community and Recreation Centre

97 Balfour Avenue, Belfast, BT7 2EW

**HOURS OF WORK** 20 Hours per Week

Monday to Sunday between 12.00 pm and 9.00 pm, as required

(Regular hours will be agreed)

Must be flexible to meet the needs of the organisation

May be required to work some weekends

**ANNUAL LEAVE** 25 Days, pro rata, plus statutory Bank Holidays

The Lower Ormeau Residents Action Group (LORAG) was formed in 1987 to support the residents of Lower Ormeau. Initially set up to address many social problems in the area, the organisation has grown substantially and is now recognised as one of the leading community development organisations in the South Belfast area.

LORAG manages the Shaftesbury Community and Recreation Centre and delivers a range of programmes and projects to the local community, including youth, children and sports activities.

LORAG is seeking to appoint an Assistant Childcare Worker to support the Children’s Services Manager in the delivery of activities to children aged 2 – 4 years.

**Purpose of the Post**

The successful applicant will assist the Childcare Supervisor in implementing a stimulating and varied programme of activities for children aged 2 – 11 years within our First Start or afterschools programme, either within a group setting or on a one-to-one basis.

S/he will work in partnership with staff and management in the day-to-day planning, organisation and delivery of Childrens services.

**No Smoking Policy**

LORAG is committed to a no smoking policy within the buildings and grounds of the Shaftesbury Community and Recreation Centre and all staff must not smoke in the presence of children.

**Responsibilities**

* Provide a safe, stimulating and varied programme of activities for children aged 2 – 4 years, suitable to the children’s age and stage of development
* Promote the social, emotional, physical, creative and intellectual development of children and to work in the interest of children at all times whilst ensuring the maintenance and improvement of a welcoming child-centred environment.
* Contribute to the planning and development of programmes and activities for children specific to their needs, in a group and individual level and to seek professional advice about any changes in a child’s wellbeing.
* Assist in developing and maintaining good relationships with other agencies, community groups, children, parents, volunteers and schools.
* Ensure preparation and maintenance of all facilities required, such as rooms, materials and equipment and ensure all facilities and resources are left clean and tidy after sessions.
* Ensure a good standard of hygiene and safety and observe all relevant health and safety rules and guidelines.
* Assist with keeping a register of attendance record of children, daily diary of events / activities and any other such records as may be required in a clear, detailed and accurate manner.
* Cash handling and record-keeping.
* Assist with liaising with any other relevant agencies regarding the welfare of children and implementing a planned strategy of intervention where necessary.
* Develop supportive relationships with parents / carers.
* Ensure confidentiality of information relating to children and families at all times.
* Comply with LORAG policies and procedures and be aware of and work in accordance with relevant legislation at all times.
* Participate in induction and training programmes, meetings and supervision, as required.
* Undertake any other relevant duties as considered appropriate by the Centre Children’s Services Worker and / or Management Board.

**Equal Opportunities**

LORAG operates an equal opportunities policy and expects staff to demonstrate a commitment by adhering to equal opportunities policies and carrying out responsibilities and activities within an equal opportunities framework.

**LOWER ORMEAU RESIDENTS ACTION GROUP**

**Shaftesbury Community and Recreation Centre, Balfour Avenue, Belfast**

**Childcare Assistant**

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications; Experience | NVQ Level 2 in Childcare or equivalent;  At least 1 year’s experience of working in a childcare setting at least 10 hours per week ( either voluntary or paid);  Willingness to undertake training, as required | First Aid Certificate;  Child Protection Training;  Special Needs training and / or demonstrable experience of working with children with special needs |
| Knowledge; Understanding | As demonstrable comprehensive understanding of children’s development and their physical, social, educational and emotional needs;  Knowledge and understanding of encouraging parental involvement and support;  Knowledge and understanding of working within agreed policies and procedures | Knowledge, understanding and commitment to the Lower Ormeau community;  Good level of understanding of the rights of children and an ability to incorporate this into working practices;  An awareness of disability, special needs and cultural sensitivity. |
| Aptitudes; Skills; Abilities | Ability to work on own initiative and as part of a team;  Ability to communicate effectively with parents / carers and young children;  Ability to quickly adapt to different childcare settings |  |
| Personal Attributes | Genuine interest, motivation and enjoyment around working with children;  Responsible and caring approach to working;  Good sense of humour with and open and friendly manner;  Honest, reliable and good time-keeper;  Flexible approach to working hours, Monday to Sunday |  |