**NEWHILL YOUTH & COMMUNITY CENTRE**

**Job Description:** Playworkers / Childcare Assistants (Casual Bank Staff)

**Responsible to:** Childcare Manager

**Salary:** Minimum Wage

**Location:** 261-265 Old Whiterock Road

**Hours of Work:** Casual Work

Newhill Youth and Community Association wishes to recruit Casual Bank Staff for suitably

qualified Playworkers and Childcare Assistants to cover peak periods within our First Steps Day

Care, Out of Schools Service and our Summer Scheme.

First Steps offer a full daycare service for 70 children up to the age of 0-4years. The Centre is a new state of the art purpose build building which is located in the Whiterock Road. Newhill Out of Schools Service delivers broad based activity programmes and an 8 week Summer Scheme for children aged 5-11 years.

**Main duties and responsibilities**

* To work as part of the childcare team within First Steps/OSS 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 plan and implement a relevant play programme to meet individual children’s needs.
* To keep up to date records in line with Newhill Childcare Policy and Procedures ensuring confidentiality at all times.
* 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
* Any other reasonable duties as may be required by the Childcare Manager.

**PERSONNEL SPECIFICATION**

**Essential Criteria**

* NVQ Level 2 in Childcare or equivalent

**Experience**

* Experience of working/volunteering in a childcare setting

**Knowledge and Skills**

* Good communication skills both written and verbal
* Good observation and record keeping skills
* Good organizational skills
* Ability to liaise with parents and professionals
* Ability to adapt to different groups/individual children/routines
* Ability to implement policies, procedures and play programmes
* Knowledge and understanding of child development
* Ability to work flexible hours
* Ability to cope with many different roles/responsibilities and to understand the importance of parental involvement
* Ability to lift children and equipment when required
* Ability to work as part of a team

**Personal Attributes / Disposition**

* A friendly, caring, helpful, flexible, open-minded and patient disposition.

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

**Newhill Youth and Community Association is an Equal Opportunities Employer**