 *Upper Andersonstown Community Forum*

 *Tullymore Community Centre*

*37a Tullymore Gardens*

*BT 11 8NE*

*Tel: 028 90622201*

**Job Description**

**Title: Childcare Assistant**

**Location:** Tullymore community Centre

**Salary: £7.83 per hour**

**Hours: 20 hours flexible**

**Responsible to:** Children’s Services Manager/ Deputy

**Summary of Responsibilities**

* To work in conjunction with the Children’s Services Manager/Deputy and the supervisor and other key workers to plan, evaluate and develop a specific programme of activities at an appropriate level to meet the needs of all the children using the Childcare facility, with emphasis on child protection, health and safety, equal opportunities and respect for cultural diversity.
* To support the Supervisor in the day-to-day management of the childcare facility to the standards set out by the Children’s services Manager, Social Services, Playboard and Early Years.
* To assist the Supervisor in maintaining all necessary records pertaining to users, staff, trainees and volunteers.
* To contribute to the development of the Childcare facility in line with the aims and objectives set out by the Management Committee.
* To plan, evaluate and develop with other members of the childcare team a specific programme of activities at an appropriate level to meet the needs of all children using the facility, with emphasis on child protection, health and safety, equal opportunities and respect for cultural diversity.
* To support the induction and training of employed staff, trainees and volunteers.

**Specific Duties**

* To assist in maintaining a welcoming, friendly and environment where children can play and socialize with the peers.
* Support the all-round development of the children using the facility.
* To assist the supervisor in the day-to-day management of the Childcare facility
* To have a working knowledge of the Children’s Order (NI) 1996; including working with Social Services to ensure that the facility meets all legal requirements.
* To assist in the promotion of the Upper Andersonstown Community Forums policies, programmes and services.
* Maintain relationships with parents/guardians of the children using the facility.
* Support the involvement of parents/guardians and children in all areas of the childcare facility at an appropriate level.
* Develop and deliver, with other members of the team, play activities and programmes that will stimulate the children’s imagination and enable them to develop skills at an appropriate level, including the summer and winter programmes.
* Ensure that the kitchen Rota is maintained.
* Assist in maintaining a high standard of hygiene in the childcare facility.
* To assist the supervisor in supporting staff, trainees and volunteers.
* To take part in regular team meeting.
* To undertake job training as necessary.
* To keep confidential any information regarding the children, their families, staff, trainees and volunteers that are required as part of the job.
* To assume designated duties in the absence of the supervisor, including: taking responsibility your professional opinion or actions within the aims and objectives of the Upper Andersonstown Community Forum; To undertake specific additional designated duties to very high standard.

**Personal Specifications**

The successful candidate must be energetic, enthusiastic, highly motivated and creative; enjoy working with children, committed to the principle of community development, and have a comprehensive understanding of the economic, social and cultural issues impacting on the lives of men, women and children, particularly in West Belfast.

**Essential Elements**

* An NVQ II or III in Early Years childcare or equivalent
* First Aid and Child Protection training
* 1-2 years experience in a childcare setting
* Excellent verbal and written communication skills
* Ability to plan, work and organize under pressure.
* To undertake any training deemed necessary by the Management Committee

**Desirable Elements**

* Experience of working with children from disadvantaged areas and a knowledge of community development.

**This job is subject to clearance of Access NI and Social Services checks.**