

PUDDLEDUCKS NURSERY ASSISTANT	
Location	Puddleducks, Grosvenor House, 5 Glengall Street, Belfast, BT12 5AD
Project Remit	Puddleducks is part of Belfast Central Mission, providing award-winning care and learning for up to 70 children across four playrooms. At Puddleducks, we recognise the importance of emotional wellbeing in early years and our aim is to maximise children's individual potential and build essential life skills from an early age in a stimulating and caring environment.
Hours of Work	32 hours per week
Salary	£20,590.336 per annum (Scale Point 20)
Contract Type	Permanent
Probation	6 months
Pension	4% employer contribution (after 3 months of service)
Holidays	32 days per annum, including stat days
Sick Scheme	Statutory Sick Pay
Benefits	<ul style="list-style-type: none"> • Westfield Health Level 1 - Cash back plan • Westfield Health Rewards • Uniform provided • Paid Access NI • Long service annual leave increments and scheme • Annual Leave increase on long service

Job Specification

Essential	
Qualifications & Experience	<ul style="list-style-type: none"> • Minimum 1 years' experience working in an early-years or day nursery environment. • Level 2 or 3 CCLD Qualification or willing to obtain if successful.
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to communicate well, at all levels e.g., children, family members, other staff. • Ability to use a computer system for reporting and record-keeping purposes. • Be of a kind and caring disposition with a high degree of empathy • Ability to work a part of a team to achieve goals and quality of work.

The successful candidates will require	
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.

Job Description

Essential	
Scope of Responsibility	To work as a team to provide high quality care and a stimulating and varied program of age-appropriate learning opportunities and activities for the children in your room in line with the Puddleducks approach.
Key Areas of Responsibility	<ul style="list-style-type: none"> • Provide high-quality, child-centred care and early-education. • Assist children with personal hygiene and educate them on hygiene practices. • Promote inclusion and facilitate partnership and feedback with parents, guardians and other family members. • Contribute to planning of age-appropriate activities and resources that meet individual and collective needs and interests of the children. • Maintain accurate records and ensure correct reporting to assist with ensuring quality care, adherence with quality assurance processes. • Ensure the health and safety of the children and any visitors to Puddleducks is paramount. • Act as a role model for the children in your care and encourage positive and safe behaviour. • Conduct regular observations and assessment of all areas of the children’s development and keep up-to-date records and reports to discuss with the child’s parent or guardian where necessary. • Ensure the Nursery is clean, tidy, safe and secure at all times and make effort to provide a child-friendly, aesthetically pleasing physical environment for the children that promotes positivity and happiness. • Attend all relevant meetings and training relevant to the role. • Be fully conversant with the health and safety obligations of the post. • Develop a working knowledge of current and relevant legislation (e.g. Childcare, Health and Safety) and BCM’s policies and procedures • Participate fully in the work of BCM’s fundraising events, eg attendance at BCM’s Annual Street Collection on Christmas Eve • Work flexibly and be available to work at times appropriate to the needs of the Nursery.

Job Description Declaration

I can confirm that I have read and fully understand the role as outlined above. I accept the role as outlined and am aware that the above is not an exhaustive list.

Employee Name

Signature Date