



Job Title:	Childcare Assistants (Casual Bank Staff)
Accountable to:	Childcare Manager
Salary:	£7.20 per hour
Location:	Skainos Square, 239 Newtownards Road, Belfast BT4 1AF
Hours of work:	Casual hours

Bright Sparks wishes to recruit for a Casual Bank Staff Register for suitably qualified Childcare Assistants to cover for peak periods within the Nursery.

Bright Sparks offer a full day care service for 70 children up to the age of 12 years.. The facility provides professional, structured, educational care within a learning stimulated environment to ensure children can 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 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 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.
- Any other reasonable duties as may be required by the Childcare Manager.

PERSONNEL SPECIFICATION

Essential Criteria

Education/qualifications

- NVQ Level 2 in Childcare or equivalent

Experience

- Experience working/volunteering in a childcare setting

Knowledge and Skills

- Good communication skills both written and verbal
- Good observation and record keeping skills
- Good organisational 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 commitment to the ethos of EBM
- A friendly, caring, helpful, flexible, open-minded and patient disposition

Additional Notes

This position gives the post holder access to children and young people and 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 Barring 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 if successful.

Closing Date

The closing date for receipt of completed applications is 4th July 2016.

East Belfast Mission is an Equal Opportunities Employer

