



<b>Job Title:</b>	Childcare Assistant x 2 roles. Fixed-Term Contracts to 31 <sup>st</sup> March 2018
<b>Reports To:</b>	Childcare Manager
<b>Salary:</b>	£15,600 p.a.
<b>Location:</b>	Skainos Square, 239 Newtownards Road, Belfast BT4 1AF
<b>Hours:</b>	40 hours per week
<b>Leave:</b>	32 days including 12 statutory days pro-rata
<b>Pension:</b>	National Employment Savings Trust (NEST)
<b>Health Care:</b>	An employee health care plan is available after successful completion of probationary period
<b>Probation:</b>	This post is subject to a 6 month probationary period
<b>Childcare Vouchers:</b>	A childcare voucher scheme is available

Bright Sparks offers a full day care service for 87 children up to the age of 12 years in day care, pre-school and afterschool's settings. Bright Sparks provides an environment where children are happy, stimulated and kept safe and healthy. We aim to ensure children have plenty of opportunities to grow and develop to allow them to reach their full potential. Due to continued growth Bright Sparks are recruiting for experienced Childcare Assistants on a fixed-term contract basis.

### **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 or Head of Business Development.

## PERSONNEL SPECIFICATION

### Essential Criteria

#### Education/qualifications

- NVQ Level 3 in Childcare or equivalent

#### Experience

- A minimum of two years' experience, in the last 5 years, working within 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.

East Belfast Mission is an Equal Opportunities Employer

