



## **JOB DESCRIPTION - CHILDCARE LEADER (Term Time Option Available)**

The Childcare Leader reports directly to the Chief Executive Officer (CEO). The leader is responsible for providing a stimulating and varied programme of play, and ensuring the safety and wellbeing of the children. The Childcare Leader will also ensure the smooth running of the Crèche at First Steps Women's Centre on a daily basis, implementing standards in accordance with the Centre's overall policies and, minimum standards as laid down by Southern Health Trust.

*In order to achieve this, the leader will:*

1. Be responsible for the day to day childcare including the following:
  - a. Ensuring a high standard of physical, emotional, social and intellectual care for children placed at FSWC Crèche.
  - b. Registering of all children, and inducting mothers and their children.
  - c. Liaising with FSWC Project Staff to ensure childcare placements are up-to-date and that the crèche is running at or near full capacity.
  - d. To supervise all crèche staff, and to maintain and develop a staff rota to ensure ratios are maintained.
  - e. Ensuring all tasks are carried out in a professional, courteous and appropriate manner, including meeting and greeting, cleaning, food preparation, changing of nappies, running a weekly fire drill.
  - f. Ensure all unit records are kept up-to-date and stored - to include plans, routines, Social Services and Department of Education records, child observation records, accident/incident book, first aid (to include replenishment of First Aid Box contents), staff/student/volunteer records, fire drill records, equipment/stock records and any other records deemed necessary for the quality assurance of the childcare unit.
  - g. Following up absences of children.
  - h. Advising CEO of any concerns, issues or observations regarding the wellbeing of children that attend the centre,
  - i. Ensuring that all contact details for children and their carers are accurate, up to date and present during each session.
  - j. Health & Safety of Children - keeping ALL childcare staff informed of any specific concerns about individual children including allergies, diet specifications, health, contact with parent of other family matters, publicity etc.



- k. Keep strictly confidential any personal information regarding children, their families or other staff which becomes known as part of the job, sharing what is in the best interests of the child/staff member with the CEO only who will then ascertain our responsibilities in the given situation.
  - l. Act as Designated Officer – working with Child Protection Procedures as appropriate, reporting on child abuse/neglect/bullying in conjunction with the Manager.
  - m. Keep abreast of current Childcare legislation and ensure FSWC's adherence to same.
  - n. Work with childcare team in planning and evaluating a caring and stimulating environment which meets the individual needs of all children in our care.
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- 2. Be a reliable leader, working co-operatively and with flexibility;
  - 3. Review Policies & Procedures;
  - 4. Oversee and coordinate Social Media activities;
  - 5. Risk assess the environment and children's activities, ensuring that all areas are prepared appropriately including cleaning and setting out of equipment;
  - 6. Ensure childcare staff work as a Team within Childcare setting;
  - 7. Give direction, instruction, supervision and advice to all childcare staff;
  - 8. Report to the CEO all concerns or issues of staffing, premises and service users;
  - 9. Manage the Petty Cash and returns/receipts;
  - 10. Ensure safe and appropriate supervision of all activities within the facility, and delegating tasks to the Assistant Leader;
  - 11. Regularly communicate with parents and provide appropriate information;
  - 12. Engage in planning, delivering and evaluating an appropriate range of activities that meets the needs of the individual children;
  - 13. Ensure that key workers carry out observations and record assessment of individual children by checking completed forms and act on any areas of concern;



14. Attend and participate in staff meetings, training and assist in curriculum planning;
15. Advise the CEO of any matter requiring attention, e.g. concerns about a child, staffing or equipment needing repaired/replaced;
16. Keep completely confidential any information regarding the children, their families or other staff, which is learnt as part of the job. Such information must not be passed on unless it is in the interest of the child. The Leader ensures all information is appropriately recorded. Only if she feels the CEO is not taking adequate action should the Leader take the matter further, e.g. to Chairperson, and;
17. Assist the CEO in staff supervisions and any other duties relating to the provision of the childcare services.



## PERSON SPECIFICATION

### ESSENTIAL:

- ❖ NVQ Level 5 in Childcare Qualification;
- ❖ A minimum of 2 years' experience (within a childcare/school setting) with supervisory responsibilities within the past 5 years;
- ❖ GCSE Maths & English or equivalent at Grade C or above;
- ❖ Up to date Safeguard Training;
- ❖ Competent in IT packages including Microsoft Word and Excel;
- ❖ Ability to lead and be part of a team;
- ❖ Ability to identify problems and resolve;
- ❖ Willingness to attend evening meetings and training;
- ❖ An understanding of child development and the importance of parental involvement;
- ❖ Friendly, caring, helpful, open-minded and a good sense of humour, and;
- ❖ Ability to carry out and conduct Risk Assessments.

### DESIRABLE:

- ❖ Team Leading / Management qualification;
- ❖ First Aid/Pediatric Certificate;
- ❖ Music/Arts/Crafts skills;
- ❖ Food Hygiene;
- ❖ Moving and Handline, and;
- ❖ Child Protection.

### WORK TIME:

- ❖ Monday-Friday, 30hrs per week subject to funding, with an option of Term-time.