

# Job Profile

Position Details	
Post	Early Years Officer Assistant
Service Area	Deputy Chief Executive / CYPS / Early Help
Reports to	Early Years Officer (EYO)
Grade	Scale 3
Job Family	To be completed by HR

Role Purpose
<p><i>Triangle, Woodside and Park Lane Children's Centres are Haringey Council maintained provisions that provide childcare for families in diverse local communities.</i></p> <p><i>We are looking for an Early Years Officer Assistant in supporting the Early Years Officer in developing and motivating a high level of care, learning, play and education for children aged 1 years to rising 5 year olds.</i></p>

Main Responsibilities
<p>Support for Children:</p> <ul style="list-style-type: none"> <li>• Attend to the children's personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters</li> <li>• Supervise and support children ensuring their safety and access to play and learning</li> <li>• Establish good relationships with children acting as a role model and being aware of any responding appropriately to individual needs</li> <li>• Promote the inclusion and acceptance of all children</li> <li>• Encourage children to interact with others and engage in activities</li> <li>• Encourage children to act independently as appropriate</li> </ul> <p>Support for Early years Officer/Key Person</p> <ul style="list-style-type: none"> <li>• Prepare and clear the learning environment as directed</li> <li>• Assist in displaying children's work</li> <li>• Be aware of children's needs/ progress/ achievements and report to their key person as agreed</li> <li>• Undertake children's record keeping as requested</li> <li>• Support the Key Person in managing the learning environment and children's behaviour, reporting difficulties as appropriate</li> <li>• Gather/report information from/to parents/carers as directed</li> <li>• Provide clerical/admin support to the team e.g. photocopying, typing, filing etc..</li> </ul> <p>Support for delivering the Early Years Foundation Stage Curriculum</p> <ul style="list-style-type: none"> <li>• Support children with their listening skills</li> <li>• Support children in respect of local and national frameworks (i.e. EYFS, HEYP, Children's centres frameworks, tracking)</li> <li>• Support children using basic ICT skills as directed</li> <li>• Prepare and maintain equipment/resources as directed by EYO/Key Person and assist the children in their use</li> </ul>

### Support for the Centre

- Be aware of and comply with policies and procedures of the centre and Haringey Council reporting all safeguarding concerns to the appropriate officer
- Be aware and support difference and ensure children have equal access to play and learning opportunities that scaffold their development
- Contribute to the overall ethos/work and aims of the centre
- Appreciate and support the role of other professionals
- Attend relevant meeting as required
- Participate in training and other learning activities as part of professional development as required
- Accompany staff and children on visits, trips and other out of centre activities as required.

### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Person Specification	Essential/ Desirable
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working with children 0 – 5</li> <li>• Working with the Early Years Foundation Stage</li> <li>• Inclusive practice of children with special needs</li> <li>• Working in partnership with parents and other professionals</li> </ul> <p><b>Skills, Abilities and knowledge</b></p> <ul style="list-style-type: none"> <li>• Appropriate knowledge of First Aid</li> <li>• Use of technology – Good ICT skills</li> <li>• Ability to relate to all children and adults</li> <li>• Working as a member of a team</li> <li>• Good communication skills – verbal and written</li> <li>• Knowledge of child development and learning</li> <li>• Good childcare practice</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Recognised education/childcare (Early Years qualification NVQ Level 2/ NNEB or equivalent)</li> <li>• Commitment to continuing professional development</li> </ul>	<p>Essential Desirable Desirable Essential Essential</p> <p>Essential Essential Essential Essential Desirable Desirable Essential</p> <p>Essential</p>

<p><b>The range of competencies applicable to the post are:</b>  Self-development and Learning  Team Work  Self-discipline and Organisation  Communicating Effectively and Appreciating Diversit  Customer Focus</p>	<p>Essential</p>
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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none"> <li>• Parents / Carers</li> <li>• Colleagues in the Children’s Centre</li> <li>• Schools</li> <li>• Health Professionals</li> <li>• Local Authority</li> <li>• Community based groups and other early years providers</li> </ul> <p><u>Other Information:</u></p> <p><b>The range of competencies applicable to the post are:</b>  Self-development and Learning  Team Work  Self-discipline and Organisation  Communicating Effectively and Appreciating Diversity  Customer Focus</p> <p>This position requires the post holder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
<p style="text-align: center;">Executive head of Childcare Services across 3 Children’s Centre  Deputy Manager of Children’s Centre and Childcare services 3 Children’s Centre  Senior Early Years Officer  Early Years Officer  Nursery Nurse  Early Years Officer Assistant  Centre Assistant  Cook</p>

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				<b>No</b>

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	N		Use of a computer.	Y	5%
Audio typing.	N		Crisis or conflict situations.	Y	2%
Walking more than a mile.	N		Manual handling.	Y	40%
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	Y	5%
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	Y	1%	Working in awkward positions, e.g. stooping, bending, reaching.	Y	5%
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	Y	5%	Working shifts / unsocial hours, nights.	Y	100%
Outdoor work involving uneven surfaces.	Y	50%	Standing or sitting for prolonged periods.	N	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
			Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	Y	100%	Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

**Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:**

N/A

**Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:**

N/A

**Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:**

N/A

**Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:**

N/A

**Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:**

N/A

**Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:**

N/A