

Job Profile

Position Details	
Post	Centre Assistant
Service Area	Early Help
Reports to	EYO and Senior Early Years Practitioner
Grade	SC1B
Job Family	

Role Purpose
<i>To support EYO in the smooth running of nursery routine. To meet children's physical and social emotional needs. To provide stimulating interactions and experiences for children and support their development.</i>

Main Responsibilities
<ol style="list-style-type: none"> 1. To assist in the general care, activities and comforting of children. 2. To assist setting out materials and equipment for children's activities and tidying up afterwards. 3. To accompany Teachers/Nursery Officers taking groups of children on visits and outings. 4. To change and rinse out soiled clothes and assist children in toileting. 5. To vacuum carpets, clean floor, work surfaces and toys; polish window shelves, furniture and woodwork, empty wastepaper into sacks and deal in accordance the Council's safe working practices. 6. To spot mop, clean spillage and wash floors as necessary, depending on use to which they have been put and nature of the surfaces. 7. To clean toilets, including lavatory pans, hand basins, fixtures and fittings using clean fluids, and disinfectants as appropriate in accordance with safe working practice; to clean potties after use by the children; to replace toilet rolls as and when required. 8. To clean and scour sinks and keep other basic domestic equipment and machinery in a clean and workable condition, reporting any defects or faults to the Head of Centre. 9. To ensure that sufficient cleaning materials are available by checking how much is left and informing Head of Centre when the amount is low, and when cleaning is finished, to put away materials and equipment, ensuring that equipment is clean.

10. To assist children at mealtimes following eating/mealtime policies of Centre.
11. To clean up spillage when food is spilt or dropped where such spillage is hazardous to pupils/staff.
12. To assist in the supervision of indoor and outdoor activities throughout the day following Behaviour Policy of the Centre – always supported by the Childcare staff.

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
The ability to assist with the general care, activities, and comfort of young children.	Essential
The ability to communicate with parents, colleagues and children.	Essential
Cleaning experience.	Essential
The ability to prepare basic food for young children.	Essential
The ability to work as a member of a team.	Essential
An awareness of Health and Safety at work.	Essential
An understanding and commitment to Equal Opportunities in the context of the post.	Essential

Main Contacts & Other Information

Main Contacts:

Executive Head of Childcare Services

Senior Early Years Officer

Other Information:

This position requires the post holder to undergo an Enhanced DBS (Disclosure and Barring Service) check.