

## ***DUNSTABLE LEARNING CENTRE***

***Job title and Standard Occupational Classification (SOC) code – Child care assistant, (Childminders and related occupations) SOC Code 6122***

### ***Job Description:***

- ❖ Constantly monitoring and supervising the children
- ❖ Helping children with their meals and snacks
- ❖ Greeting parents and keeping them up-to-date with their child's progress
- ❖ Reporting any emergencies to the Setting Manager.
- ❖ Ensuring a positive and safe learning environment for the children
- ❖ Assisting in the development of learning programs that foster overall child's growth
- ❖ Ensuring that the legal guidelines and health and safety policies are followed at all times
- ❖ Participating in parent-teacher meetings and offering suggestions as and when required
- ❖ Acknowledging and responding to different developmental and behavioural levels exhibited by children
- ❖ Ensuring that the learning area is kept clean and safe at all times
- ❖ Recording accidents in the accident book. Ensure the manager has initiated the report before the parent receives it;
- ❖ To ensure the setting is of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development
- ❖ To be aware of the high profile of the setting and to uphold its standards at all times.
- ❖ To actively promote and support the safeguarding of children in the workplace, ensuring setting policies and procedures are observed at all times.
- ❖ Ensure compliance with regulations set by OFSTED and their inspection requirements.

**The salary for the job** - £22,000 per annum

**Skill, experience and qualifications required for each job**

- *Completion of a recognised Level 3 Childcare qualification*
- *Minimum of 2 to 3 years relevant experience is required.*
- *Hold a current or willing to undertake a Disclosure & Barring Service (DBS) check*
- *Good organisational, record-keeping and planning skills*
- *Excellent communication skills with children, colleagues, and parents/carers.*
- *Patience, reliability and trustworthiness*