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www.thomasestley.org.uk
Principal: Mandi Collins

January 2022

Dear Applicant

Childcare Assistant

Thank you for your interest in this post. As stated in the advert, the main purpose of the job will be to assist in the provision of care, safety and learning of the children in the Before & After School Sessions. Flexibility will also be required to help with summer play schemes.

The ideal candidate will have some experience working with children aged 4 – 11 years, and have knowledge of good practice in the care and education of children.

Thomas Estley 'Out of school clubs' are well-established and linked to a highly successful 11-16 Community College serving the villages of Broughton Astley, Cosby and the surrounding. We are part of Success Academy Trust, comprising a secondary school, three primary schools, and preschools.

As with all staff we have high expectations of the person we hope to appoint. This position will require a high level of initiative and you will be expected to actively seek tasks and offer general assistance where possible on your own instigation. We think the successful candidate can expect of us an interesting, supportive and lively environment in which to work and contribute.

Success Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to show this commitment. As this job is designated as a 'regulated activity' an enhanced DBS with barred list check is essential.

I look forward to receiving your application. Please note the closing date for applications is Friday 28th January 2022.

Yours faithfully

Mandi Collins
Principal/ Preschool and Out of School Club oversight

THOMAS ESTLEY COMMUNITY COLLEGE
SUPPORT TEAM
JOB DESCRIPTION

Job Title: Childcare Assistant

Grade: Grade 4

Working Hours: **16.5 hours per week, Term time only**
         Monday - Friday mornings (inclusive) - 7:30am – 9.00am
         Monday, Tuesday & Thursday afternoons - 3.00pm – 6.00pm

Responsible to: **Childcare Co-Ordinator**

Functional Relationships: Principal, Vice Principals, College Manager, College Support Staff and other members of the Senior Management Team, Premises Officers, Nursery Co-ordinator, College Members, pupils, parents, local community

Job Purpose: To assist in the provision of the care, safety and learning of the children in the Before / After School Sessions

DUTIES AND RESPONSIBILITIES
Core accountabilities for:

- Children's Care
- Ensuring the well-being, safety and security of the children
- Helping in setting up and clearing away
- Supervision of children (mopping up if necessary)
- Maintaining records as directed
- Provide full care for the children including: delivery of children to school; collection of the children from school; and the safe delivery to parents or named carers.
- Be flexible in order to assist with the running of our Summer play schemes.
- Children's Learning
- Assisting in the planning and implementing a multi-cultural play curriculum to stimulate children's interest in learning
- Assisting in the monitoring of the quality of learning
- Assisting in the monitoring and recording of children's development
- Administration and other Responsibilities
- Working as a member of the team flexibility in availability to cover other sessions
- Assisting in administration and organisation as required including fee collection
- Ensuring the Children Act and Ofsted requirements are complied with
- Liaison with parents/carers and other staff to ensure children are welcomed and supported
- Participation in appropriate professional staff development and training including annual personal & professional review
- To respect the confidential nature of personal information
- To attend fire drills and staff meetings as required
- Assisting in the preparation of snacks and drinks

General

To perform other such duties in relation to the job purpose that are from time to time required. This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help and to cover for other member of the Team when required and treats co-operation and support for colleagues as a top priority.

CHILDCARE ASSISTANT
PERSONNEL SPECIFICATION

	Essential	Desirable	How assessed
Qualifications NVQ 2 or equivalent Or Willingness to work towards an NVQ qualification	 ✓	✓	Doc/App Int
Knowledge/Skills Some Experience of working with children aged 4 – 11 years	 ✓		 App/Test/Int
Experience of working within a school environment		✓	App/Test/Int
Knowledge and Understanding of the EYFS (Early Years Foundation Stage)		✓	App/Test/Int
Willingness to undertake staff development and training	✓		App/Test/Int
Knowledge of current Safeguarding and health and safety regulations		✓	App/test/Int
Understanding of religious and cultural diversity		✓	Test/Int
A current Basic Food Hygiene Certificate		✓	App/Int
Work constructively as part of a team, understanding organisation's roles and responsibilities and your own position within these	✓		
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		App/Int
General Eligible to work in the UK	 ✓		Med
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		

Key:	**Pre = Presentation**
App = Application Form	**Med = Medical Questionnaire**
Test = Test	**Dc = Documentary Evidence (E.g.,**
Int = Interview	**Certificates)**

Thomas Estley Community College seeks to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability