

Assistant Early Years Officer (childcare practitioner)

Position Pay Level: 4

Position Pay SCP: 8 - 12

Salary: £28,839 - £30,672 (fully inclusive of LWA) (pro rata for part time and term time only)

DBS requirement: Enhanced

Reports to: Early Years Officer (Room Leader)

Financial Responsibilities: To ensure setting resources are used effectively

Main purpose of Job:

To provide education, care and supervision for children in an early year 's setting.

Main Accountabilities:

- To contribute as an experienced practitioner to all aspects of the daily operation of the setting, including implementation of operational plans and procedures; delivery of curriculum and educational programmes; catering; health and safety procedures, including safeguarding, cleaning routines and administration of children's records.
- To provide full care and supervision for the children, ensuring that all their needs are met and working in close partnership with staff from local primary schools to provide fully integrated care and education and smooth transition from one phase to the next.
- To ensure that the setting's resources are used cost-effectively.
- To promote high standards of behaviour and discipline and to uphold and promote the setting's policies on equalities and inclusion.
- To implement all other of the settings' policies and procedures, ensuring that the OFSTED standards are met and records are kept as required.
- To help promote the setting with parents, local schools, other early years settings and the local community and to assist with marketing activities.
- To work in partnership with staff from schools and agencies, including network childminders, in order to deliver multi-agency services to parents and children in the local neighbourhood.
- To attend planning and staff meetings as required.
- To work in any of the service's Family Hubs and Children's Centres early years settings as required.
- To undertake any other duties which may become necessary to ensure the successful running of the setting.

Person Specification:

Assistant Early Years Officer (childcare practitioner)

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Experience of working with children in an early year's environment	Essential	A/I
	Experience of working in partnership with staff from different organisations	Desirable	A/I
	Experience of working in a multicultural community	Desirable	A/I
Skills and abilities	Ability to organise time and work effectively.	Essential	A/I/T
	Ability to use tact and diplomacy, to inspire confidence and enthusiasm and to persuade and influence others	Essential	I/T
	Good listening and verbal skills, combined with the ability to record information clearly	Essential	A/I/T
	Ability to implement operational policies and procedures, in line with OFSTED regulations and other legislation, and to work towards quality assurance accreditation.	Essential	A/I/T
	The ability to use resources effectively in order to contain expenditure.	Essential	A/I
	Ability to work flexibly, including evenings, breakfast times and occasionally some weekends.	Essential	A/I
	Physical fitness compatible with early years tasks, including lifting and carrying	Essential	A/T
	Ability to absorb information quickly and to use the knowledge gained effectively to solve problems	Essential	A/I/T

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Knowledge and understanding	Knowledge of current principles and practices in early education and an understanding of early years legislation, including safeguarding.	Essential	A/I/T
	An understanding of and commitment to equal opportunities	Essential	A/I
Qualifications	A Level 3 qualification or working towards Level 3 in early years practice or equivalent Click here to check if you have a full and relevant qualification. https://www.gov.uk/guidance/check-an-early-years-qualification	Essential	A
	Evidence of continuous professional development and a willingness to undertake further training.	Essential	A
	Level 2 English Qualification or GCSE equivalent.	Essential	A