



**Candidate Information Booklet
Childcare Assistant**

(REF: CA 08/22)

**Closing Date and Time
for Applications**

**Wednesday 5th October 2022
at
12.00 Noon**

Job Title: Childcare Assistant

Duration: October 2022 – 31st March 2023

Responsible to: Childcare Leader

Job Purpose: Responsible for providing a stimulating and varied programme of play and ensuring the safety and well-being of the children

Location: Dungannon

Hours: 16 – 24 hours per week

Rate of Pay: £9.50 per hour

This post is subject to funding

Main Duties & Responsibilities

- To take instructions and guidance from Childcare Leader on various duties e.g. food preparation, nappy changing, laying out toys and equipment, completion of paper work including Daily Reports, cleaning up before and after children have left the Crèche.
- Ensure that all areas are prepared appropriately and cleared after use.
- Follow and implement procedures for Infection Control, Child Protection and Safety, Risk Assessment and other appropriate guidelines.
- Ensure safe and appropriate supervision of all activities within the Crèche.
- Communicate with parents in a courteous and professional manner and provide appropriate information using their preferred language daily.
- Engage in planning, delivering and evaluating an appropriate range of activities that meets the needs of the individual children.
- Carry out observations and record assessment of individual children as directed, and assist in curriculum planning.
- Plan, prepare and participate in special events and activities.
- Attend relevant courses and training events to develop skills and knowledge.
- Advise the Childcare Leader of any matter requiring attention, e.g. concerns about a child, or equipment needing repaired/replaced, hygiene matters within the crèche etc.
- Maintain strict confidentiality regarding information about the children, their families or other staff, which is learnt as part of the job. Such information must not be passed on unless it is in the interest of the child.
- Any other reasonable duties which may be required.

General Duties

- To actively promote and raise the profile of FSWC and the services it provides at every opportunity.
- Ensure that all Health and Safety requirements are implemented in respect of yourself, Staff & Service Users, in accordance with FSWC policies and Procedures and in line with statutory requirements.
- To comply with and actively promote all FSWC policies and procedures.

Please note that the First Steps Women's Centre operates a "No Smoking" Policy and all employees MUST comply with this.

First Steps Women's Centre is an Equal Opportunities Employer

This is the description of the job as it is presently constituted. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works. It is the practice of the company to periodically examine staff job descriptions and to update them to ensure that they continue to relate to the job. It is the aim of the company to reach agreement to reasonable changes following discussion with the post holder.

Personnel Specification – Childcare Assistant

Guidance on criteria

Applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, this will be done by carrying out an objective evaluation of the information provided by candidates against the eligibility criteria, so that only those candidates who best demonstrate they meet the criteria, will be invited to interview.

If an applicant does not provide sufficient detail against each individual criterion, including the appropriate dates required to meet the eligibility criteria, the selection panel will reject the application.

It is the responsibility of the applicant to provide clear evidence on the application form which demonstrates how you meet the criteria. You should give for example specific length of experience, examples and dates as applicable. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation, as to the skills and experience gained.

Applicants by the closing date for receipt of applications must demonstrate the following:

Essential Criteria

Qualifications:

- NVQ minimum Level 2 in Childcare or equivalent qualification
- GCSE or Equivalent at Grade C or Above in Maths and English

Experience:

- A minimum 6 months experience either paid or voluntary in past 3 years working with children 0-5 years (paid or voluntary)

Skills & Knowledge:

- Able to adapt planned activities to meet individual needs
- Understanding of safeguarding procedures
- Good interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers
- Ability to work both independently and as part of a team
- Show a commitment to children's personal as well as academic development
- Understand how to maintain a safe and healthy workplace
- An understanding of equal opportunities and the ability to translate these into effective action

Desirable Criteria

Qualifications:

- NVQ Level 3 in Childcare, Learning & Development
- Child Protection Certificate
- First Aid skills Qualification
- Food Safety Qualification

Skills & Knowledge:

- Proficiency in speaking at least one of the following languages in addition to English – Portuguese, Polish, Russian, Lithuanian, Tetum, Arabic, Ukrainian
- Music/Arts/Crafts skills

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

Guidance for Making your Application

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.
- The space available on the application form is the same for all applicants and must not be altered.
- First Steps Women's Centre will not accept CVs, letters, additional pages or any other supplementary material in place of, or in addition to, completed application forms.
- Applicants must complete the application form in Arial font 12, or legible, block capitals.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- Do not use acronyms, complex technical detail, etc. Write for the reader who may not know your employer, your branch or your job.
- Relevant or equivalent qualifications – If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so that a well-informed decision can be made.
- It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as they may be discussed at interview and you may need to be prepared to talk about them in detail if you are invited to interview. It is your unique role that the panel are interested in, not that of your team or division.
- First Steps Women's Centre will not make assumptions from the title of the applicant's post or the nature of the organisation, as to the skills and experience gained.

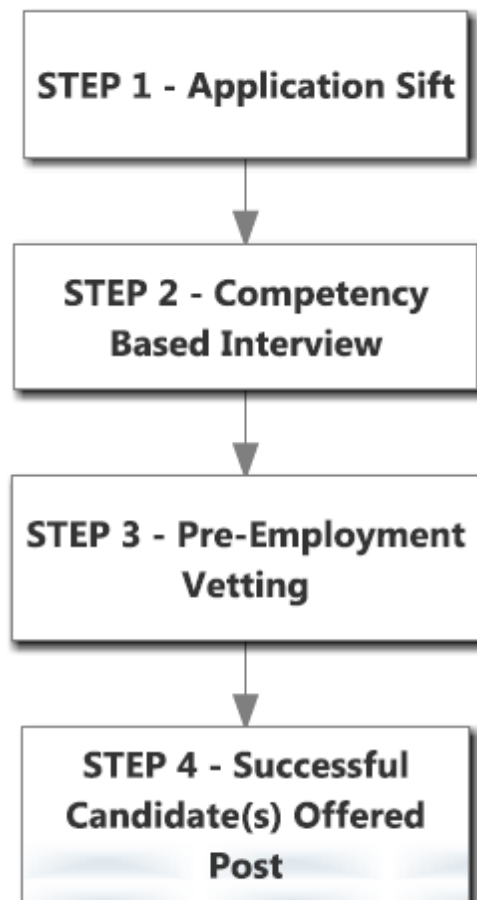
Application Form Submission

Completed applications should be submitted by email to fswc.enquiries@gmail.com by **Wednesday 5th October at 12.00 Noon.**

We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Should you have any queries please contact fswc.enquiries@gmail.com

Application Process



Interview Guidance for Applicants

At interview, the selection panel will assess candidates against the behavioural competences, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish.
- Provide generalised information as to your background and experience.
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively in your responses, on your ability to fulfil the competences required for the effective performance in the role.
- Provide specific examples of your experience in relation to the required competence areas.

Further Appointments from this Competition

Where a further position in FSWC is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The reserve list resulting from this competition will be valid for a period of up to one year.

Disability Requirements

FSWC will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact fswc.enquiries@gmail.com

Feedback

FSWC is committed to providing feedback in respect to decisions taken in determining eligibility/short-listing as well as at interview. Feedback will be communicated on receipt of a written request. All requests for feedback are welcome.

Equal Opportunity Monitoring Form

Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

FSWC complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return along with your application.

Vetting Procedures

For vetting procedures candidates will be required to produce the following for interview:

- Passport;
OR
Document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card); AND Birth certificate which includes the names of your parents (long version);
- Proof of qualifications (original certificates);
- 2 satisfactory references (References will not be sought until after the final stage of the assessment process);
- Enhanced AccessNI criminal record check. Successful candidates will not be appointed to post prior to this being completed.