

## JOB OUTLINE / PERSON SPECIFICATION

Reference: EysASABankApr25

<b>Job Title</b>	Early Years and After-Schools Assistant	<b>Hours:</b> Flexible Hours Monday to Friday between 8am-6pm	<b>Closing Date:</b> 12pm Tuesday, 29 <sup>th</sup> April 2025
<b>Department</b>	Oasis Early Years and After-schools	<b>Location:</b> 76-90 Castlereagh St, Belfast, BT5 4NJ	
<b>Contract type:</b>	Bank staff (As and when required)	<b>Wage:</b> £12.21 per hour	

### Main Purpose of Job:

- To assist in the day-to-day organisation and running of Oasis Day-care & Afterschool Services.

### Reports directly to: Supervisor

### Required Minimum Education:

- An Early Years II/III Care and education (or equivalent) or working towards this qualification

### Required Minimum Work Experience:

- Previous practical experience working with 0-11 year olds
- Evidence of working as part of a team
- Working knowledge of organising quality play and learning activities
- An understanding of child development and the importance of parental involvement
- Knowledge of current Childcare Legislation/Minimum standards

### Essential Skills/Abilities and Competencies:

- Ability to work on own initiative
- Ability to relate well to children and parents
- Ability to identify problems and refer to Supervisor / Project Manager
- Basic computer skills
- Ability to lift children and equipment when required
- Working knowledge of planning and delivering curriculum's
- Patient, friendly, caring, helpful, open minded, enthusiastic
- Awareness of the work and ethos of OASIS.
- Childcare level two or working towards gaining this

### Desirable Additional Education, Work Experience and Personal Qualities:

- Music/art/craft skills
- Valid First Aid certificate
- Valid Child Protection Certificate

Application by CV by 12pm Tuesday, 29<sup>th</sup> April 2025 to [Gladys.swanton@oasis-ni.org](mailto:Gladys.swanton@oasis-ni.org)

A clear Access NI Enhanced check, with barred list (children), and Social Services vetting is required.

## **JOB DESCRIPTION**

**Job Title:** Early Years and After-schools Assistant (Bank Hours)

**Job Ref:** EysrASABankApr25

**Department:** Oasis Early Years

**Location:** Oasis Early Years, St Clements, 76-90 Castlereagh St, Belfast, BT5 4NJ



	Key Performance Areas / Tasks:
1.	To have an active role in the day-to-day running of the Day Care.
2.	To provide safe, creative play and learning opportunities for 0-11 year olds and be involved in the programme planning and delivery.
3.	Listen to, encourage, enable, stimulate and ensure safe keeping of children.
4.	Advise Supervisor of any matters requiring attention (concerns about a child or equipment needing repaired/replaced).
5.	To set up and clear away daily activities and equipment in conjunction with other members of staff.
6.	To complete daily/weekly cleaning duties as set out by the Supervisor, to ensure the Day Care is kept clean and tidy at all times.
7.	Be responsible for the care and maintenance of equipment, ensuring that Health and Safety Standards are met.
8.	To assist Supervisors and staff in encouraging parental involvement, networking etc.
9.	To assist with the upkeep of accurate records on a daily / weekly basis.
10.	To undertake any relevant training as considered necessary by the Manager (training may take place out of work hours).
11.	This role profile is not exhaustive, it will be subject to periodic review and may be amended to meet the changing needs of the organisation. The post holder will be expected to participate in this process and the organisation would aim to reach agreement on any changes.
12.	To apply for the position you must confirm you are 18 years or over as we must comply with minimum standards