



Glen Parent Day-Care

JOB DESCRIPTION

Job Title:	Childcare Assistant
Place of Work:	Glen Community Complex 41c Suffolk Road Belfast BT11 9PE
Responsible To:	Room Leader/Childcare Manager
Hours:	16-30 Hours per week (negotiable) (Monday to Friday) <i>Must be flexible between hours of 7.45am and 6.00pm</i>
Salary:	(£12.20 per hour)

Aim: To ensure the delivery of efficient quality childcare services within Glen Parent Day-Care

Main Responsibilities

- To be responsible for the delivery of best practice in relation to childcare provision.
- To support the Room Leader in the daily running of the centre through key duties such as managing staff rotation, break and lunch cover, health and safety checks.

- Contribute to the development and implementation of policies and procedures to ensure best practice is prioritised.
- To contribute to the creation, maintenance and improvement of a child centred environment.
- To ensure that health and safety standards are maintained.
- To maintain appropriate administration records (registration, daily register, accident and incident reports, observation records and any other relevant administration, which may arise.)
- To develop good relationships with parents and adhere to the partnership with parent's policy for Glen Parent Day-Care
- To work closely with the Room Leader & Childcare Manager to ensure the smooth running of the Day-Care facility.
- To participate in supervision, Appraisals, meetings and training as and when required.
- To undertake any other reasonable duties which may be required from time to time.