



Glen Parent Daycare

CHILDCARE ASSISTANT PERSONNEL SPECIFICATION

CRITERIA	
QUALIFICATIONS & EXPERIENCE	NVQ II in either CCLD, Childcare, Early Years or equivalent A minimum of 2 years experience within the last 5 years, working within a childcare setting.
KNOWLEDGE & UNDERSTANDING	• Good communication skills (written and verbal) • Good Knowledge of Child Development • Good organisational skills • Ability to work as part of a team and maintain a quality service in line with The Minimum Standards. • Ability to build positive relationships with parents and other professionals • Observation and record keeping skills • A knowledge of current practice • Ability to cope with many different roles and responsibilities
SKILLS & APTITUDES	• Ability to build relationships and work as part of a team • A genuine desire to work with children • The ability to work flexible hours if required • The ability to lift children and equipment when required • To be able to use own initiative and to work as part of a team • Ability to implement current practice standards • A commitment to the ethos and values of Glen Community Parent and Youth Group. • The ability to participate fully in supervision, appraisal, meetings and training as and when required
DESIRABLE	• An ICT qualification • A friendly, caring, helpful, open-minded and patient disposition
MISSION & VALUES	Committed to the ethos and principles of community development Respect for the vision, mission and core values of Glen Community Parent and Youth Group