



Post: Flying Start Childcare Assistant x 2
Post No: LSS12
Base: Caldicot West End Flying Start Centre
Grade: Band D SCP 17- 21
Salary: £6,587.46 - £7,486.17 per annum
Hours: 16 hours – 39 weeks a year term time
Start Date: As soon as possible

Duration of Contract until: 31st March 2016

This position will suit an enthusiastic, experienced individual to work with young children in playgroup, providing and supporting safe and stimulating play activities. Based at Flying Start playgroup. The candidate must have achieved a CACHE Level 3 or equivalent in childcare and have a minimum of 12 months experience of working with pre-school children (from 2 years of age) and their parents.

For a discussion about this post, please contact:
Beth Watkins – Flying Start Manager on 01873 856162 / 07810055815 or via email bethwatkins@monmouthshire.gov.uk

Application forms can be completed online or down loaded via:
<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:- Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Closing Date: Midday, Friday, 27 February 2015

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check. Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job share.



JOB DESCRIPTION

Post: Flying Start Childcare Assistant

Post No: LSS12

Grade: Band D SCP 17- 21

Hours: 16 hours – Afternoons in Term Time

Job Purpose: To be involved in the running of playgroups for children within Flying Start areas.

Key Responsibilities:

- To ensure that the Monmouthshire Safeguarding Policy is understood and implemented at all times and to ensure that Flying Start childcare settings are compliant also
- To undertake additional training such as safeguarding, manual handling, first aid and any additional other relevant training
- To maintain safe working practices for self and others in accordance with the authority's policy statement on Health and Safety at work
- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy
- To deputise in the absence of the Flying Start Playgroup Leader to ensure that high standards at the playgroup are maintained at all times
- To facilitate engagement group work with parents and children
- Ensure the safety of the children whilst they are in the playgroup
- Ensure the environment and equipment within the playgroup is safe, clean and fit for purpose
- Liaise with other Flying Start Staff to meet the needs of the children within the playgroup setting
- To communicate effectively and sensitively with adults and children attending the playgroup
- To work as part of a team
- To attend supervision meetings with the line manager
- To attend childcare development meetings with the Flying Start Transition Coordinator
- To undertake additional training such as child protection, manual handling, first aid and any additional A.N training
- To maintain safe working practices for self and others in accordance with the authority's policy statement on Health and Safety at work
- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

Please Note: Due to the nature of this post, references will be taken up for all applicants prior to interview.

The job description reflects the major tasks as carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interest of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out with the post holder.

Signature of Post holder:

Dated:



PERSON SPECIFICATION

Post Title: Flying Start Childcare Assistant

Post Number: LSS12

Salary: Band D SCP 17-21

1	Requirements	High/Medium/Low	How Tested
	Education/Qualifications/Knowledge Experience		
	CACHE Level 3 or equivalent in childcare	High	Application Form
	An GCSE Maths and English (Grade C and above)	High	Application Form
	Experience of working with 2 year olds in a childcare setting	High	Application form/Interview
	Relevant First Aid Certificate	Medium	Application Form
	Knowledge of CSSIW Regulations regarding childcare	High	Interview
	Experience of working with families and children aged 0 to 3 in a group setting	High	Application Form/Interview
	Knowledge of child protection procedures	High	Interview
2	Communication & Interpersonal Skills		
	The ability to work in partnership with parents, Flying Start & external agencies	High	Interview
	Good communication skills with both adults and children	High	Interview
	An empathetic approach to working with parents & children who may be disadvantaged by poverty, low confidence and self-esteem.	High	Interview
3	Aptitude and Skills		
	The ability to work on own initiative and also part of a team	High	Application Form
	The ability to manage children displaying difficult behaviour	High	Interview
	Ability to maintain a high level of confidentiality	High	Interview
	A creative and innovative approach to the delivery of the service	High	Interview

4	Equal Opportunities		
	A commitment to the principles of equal opportunities and empowerment and the ability to demonstrate this in day to day practice.	High	Interview
5	Special Circumstances		
	Appointment to this post will be subject to a receipt of suitable written references and a Monmouthshire County Council Enhanced Disclosure check with the Disclosure & Barring Service.		