

**Howe Dell Day Care
Hatfield
Job Description**

Job Description

Title	Bank Staff
Qualification	Unqualified / Level 2 or 3
Department	Howe Dell Day Care part of Howe Dell School
Salary	H1 – H3 Depending on experience
Hour's Contract Reports to	Full time / Part time 50 weeks / Term time only Day Care Manager

1. Job summary

- To contribute to the provision of an integrated education and Day Care service that offers high quality experiences for children aged 0 – 5 years.
- To provide services to promote the ethos of the Day Care agenda.

2. Context

- The Day Care provides integrated services of education, health and social care to children 3 months to 5 years.
- Day Care is currently open 5 days a week, 50 weeks a year from 8am to 6pm. Times are open to change in the light of the needs of the community.
- Staff must be able to work to a rota system in order to ensure appropriate staffing levels and expertise are maintained throughout the Day Care opening periods.
- Staff must be enthusiastic and put the child at the centre of their work.
- On occasions staff are requested to attend out of hours parent's evenings, staff meetings and whole school events.

2. Responsibilities

- To plan and provide a programme of activities suitable to the developmental range of children within each group.

- To ensure activities take into account the individual needs of each child by implementing a Key Worker system.
- To ensure that parents, carers and appropriate professionals are welcomed, involved and regularly informed of each child's activities.
- To ensure the safety and welfare of children in Day Care.
- To have responsibility for the assessment, recording and monitoring of the needs of a designated group of children. Implement information into Learning Journals
- To plan and record appropriate activities that promote the learning and development of children linking to the Early Years Foundation Stage Framework and meet Ofsted standards.
- To show initiative in enhancing services.
- To work with colleagues to develop innovative ways to enhance the services provided to children and their families.
- To take responsibility for personal development within the setting.
- Liaise with parents, carers and other visitors making them feel welcome and ensuring they receive appropriate information and advice.
- Follow policies and procedures to maintain national standards.
- Report child protection concerns to the line manager.
- Any other duties of an appropriate nature and level may also be required.

3. Knowledge, Experience and Training

- Recent experience with young children 0 – 5 yrs
- Understanding and practice of the Early Years Foundation Stage.
- Ability to work on own initiative and as part of a team.
- Ability to communicate with children, parents, colleagues and visitors.
- Be flexible in working patterns.
- First Aid, Food Hygiene and Safeguarding Children certification.

4. Equality

- Be aware of and support diversity. Ensure all children have equality of access to opportunities to learn and develop.

5. Health and safety

- Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- The completion of a health declaration form will be required on successful appointment.

6. Criminal Records Bureau

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. If you are invited to interview you will receive more information.
- Howe Dell is an organisation that takes safer recruiting seriously and rigorous checks will be made as part of the process relating to any appointments to the School and Day Care.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.