



**Bells Hill and Mossend YMCA**  
 Job Description for post of:  
**Childcare Assistant**

| Post          |                               |
|---------------|-------------------------------|
| JOB TITLE:    | Childcare Assistant           |
| LOCATION:     | Orbiston, Bells Hill          |
| REPORTS TO:   | Childcare Manager             |
| HOURS         | Part Time – 18 Hours per week |
| SALARY SCALE: | Band 1 - £10.05 - £11.59      |

**Job Summary**

The main purpose of this role is to work as part of an effective team to provide a safe, secure and stimulating childcare service that promotes social and personal development for children, through the understanding of Play, and the delivery of high quality indoor and outdoor play experiences. You will be a dynamic and effective team member with excellent communication and time management skills with a commitment to delivering a high-quality service in line with our mission and values.

- Values & Behaviours**
- Provide a **Safe** space for you, your team and the children you work with to flourish and grow
  - Always be **Honest** about your abilities and be able to ask for help when required
  - Be **Accountable** for your actions and those of the team that you lead
  - Have a **Non-judgemental** attitude towards your peers, team, stakeholders, and clients
  - Be **Adaptable** in your outlook and have a positive attitude to change.
  - Have **Respect** for the insights, skills and opinions of your peers, team, stakeholders and clients
  - Be **Resourceful** and able to produce positive outcomes under challenging circumstances
  - **Inspire** your team to do great work and lead by example

- Person Specification**
- Experience**
- Experience of working within a childcare setting
  - Knowledge and understanding of the Care Inspectorate and SSSC guidelines
  - Experience of working with children aged 5 – 12
  - Experience of delivering Indoor and Outdoor Play programmes
- Skills & Abilities**
- Excellent communication skills – verbal and written with the ability to adapt communication to different audiences
  - IT literacy, in particular using Microsoft applications (Outlook, Word, Excel)
  - Effective interpersonal skills, with the ability to develop strong relationships with parents and children
  - Good organisational skills with the ability to prioritise and manage a busy workload
  - Ability to work on own initiative and undertake own administrative support
  - Ability to work with a team in a manner consistent with the values and mission of the organisation
- Qualifications**
- Have or be committed to working towards a formal qualification recognised for the role of a Childcare Worker by the SSSC

**Job Outputs**

| <b>Role Output</b>           | <b>Includes the requirement to:</b>  |
|------------------------------|--|
| <b>Communication</b>         | <ul style="list-style-type: none"><li>• Excellent one to one and group communication skills</li><li>• Ability to build good working relationships with colleagues, volunteers and service users</li><li>• Keep knowledge up to date of the latest guidelines and professional reading</li><li>• Work closely with parents/carers to give them the highest standard of customer service through daily communication and regular progress reports</li><li>• Ability to communicate compassionately and effectively with a range of people and/or groups</li><li>• Work collaboratively with our base at Main St to maintain a team ethic within the organisation</li></ul>   |
| <b>Children</b>              | <ul style="list-style-type: none"><li>• To escort children safely from school</li><li>• Participate in the daily planning, risk assessment, delivery and evaluation (linked to national outcomes) of a weekly schedule of high quality indoor and outdoor play activities through consultation with the children and families</li><li>• To deliver a variety of play, leisure and learning programmes and suitable activities for the children</li><li>• To keep the play environment tidy daily</li><li>• Be part of creating and developing innovative play and holiday programmes through monitoring, evaluation and consultation with the children and their families</li><li>• Have a good knowledge of our children's development</li><li>• Ensure that activities in each session, allow children to experience creative, imaginative, physical, social and cognitive indoor and outdoor, risk assessed play</li><li>• Have a sound knowledge of the Scottish Government's Curriculum for Excellence, GIRFEC and SHANARRI core components</li></ul> |
| <b>Admin &amp; Reporting</b> | <ul style="list-style-type: none"><li>• Prepare reports are completed as required by the Childcare Manager</li><li>• Ensure monitoring and evaluation systems are used</li><li>• Participate in wider external meetings and contribute to wider organisational development</li><li>• Document and record all relevant information and produce formal case records and reports as required</li></ul>  |

*This Job Description is not an exhaustive list of required activity, but an indication of the duties and responsibilities required to fulfil the remit in a satisfactory manner.*