

JOB DESCRIPTION

Job Title : Childcare Assistant (Level 3)

Grade: NJC 5 - 6

Job Location: Barnwell Academy – Daycare setting

Directorate: Tyne and Wear Learning Trust

Responsible to: Headteacher

Purpose of Job:

- To assist in delivering high quality experiences for children to develop within the Nursery, working as part of a team, in partnership with parents/carers and the wider community.
- To promote the aims of the setting.

Main Duties

- To assist in the provision of an early years environment in which children are safe, happy and supported in fulfilling their individual potential.
- To work to agreed policies and practices ensuring a good quality standard of care in line with Ofsted standards.
- To undertake key worker responsibilities for a group of children and contribute to the planning of the Early Years Foundation Stage experiences.
- To ensure the general health and welfare of children are met including the changing and cleaning of children who are wet or soiled.
- To develop a good relationship with parents and carers.
- To work within policies and procedures to promote a fully inclusive service.
- To have knowledge of other professional and informal support services and be able to sensitively signpost parents towards these.
- To maintain detailed information for record keeping systems, taking into account confidentiality and to monitor and record the development of children using agreed observation and assessment methods.
- To have an understanding of child protection issues and liaise with the designated child protection co-ordinator and special needs co-ordinator should area of concern arise.

- To assist in the training of students on placement/volunteers in the nursery and under the direction of the nursery manager ensure that they are supervised at all times.
- To be flexible within the working practices of the nursery including undertaking of domestic tasks.
- To provide written and oral reports to a variety of audiences.
- To constantly re-appraise professional performance and to participate in training courses. To keep informed of current childcare legislation and good practice.
- To attend and participate in meetings as required.
- To undertake any other duties as may be required.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.

The postholder must comply with the Academy's Health and Safety rules and regulations and with Health and Safety legislation.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.

Signed: A Emmerson, CEO

Date: November 2025

Job Title: Childcare Officer Level 3

Job Specification

Minimum Essential Requirements		Method of Assessment
Qualifications	<ul style="list-style-type: none">• A full and relevant Level 3 Early Years Qualification• The full title and Awarding Body of your qualification certificate must meet with the DfE Guidance to allow you to work in an Early Years setting.• English GCSE Level 4 or above or equivalent.	Application form
Experience	<ul style="list-style-type: none">• Working in a daycare/ childcare setting• Working in partnership with parents	Application form/ interview
Skills	<ul style="list-style-type: none">• Very good communication skills• Good literacy and numeracy skills• Good organisational skills	Application form/ interview
Knowledge	<ul style="list-style-type: none">• Understanding of child development• Understanding of current curriculum and frameworks• Understanding of current childcare legislation• Know how to safeguard children• Understanding of equal opportunities	Application form/ interview
Professional Attributes	<ul style="list-style-type: none">• Using own initiative• Work as part of a team• Work flexibly as and when required• Make a significant contribution to the planning and delivery of the curriculum• Engaging in Continued Professional Development (CPD)	Application form/ interview

Signed: A Emmerson

Date: November 2025