



Junior Nursery Nurse or Childcare Assistant Job Description

Job Title:	Junior (Nursery Nurse or Childcare Assistant)
Report To:	Branch Manager
Job Purpose:	<ul style="list-style-type: none"> <input type="checkbox"/> Work with the senior to ensure the smooth running of your room and to ensure the welfare of the children at all times. <input type="checkbox"/> To act as a role model for the Company to the parents. <input type="checkbox"/> To keep the Unit Leader / Senior informed of any issues. <input type="checkbox"/> To ensure standards of health and hygiene are maintained.

Key Responsibilities

Staff Responsibilities	
1.	Ensuring good levels of communication with all colleagues
2.	Ensuring that you respect the rights of the children in your care and their parents
3.	Working as part of a team, fostering good working relationships with your colleagues
4.	General assisting all other members of staff where possible
5.	Learning from seniors / supervisors
Meeting Responsibilities	
6.	Attending all relevant workshops and parent nights when required
7.	Attending staff meetings and contributing in a positive and constructive way
Operational Responsibilities	
8.	Helping with the smooth running of the room
9.	Working closely with the unit leader and senior on all issues relating to your room
10.	Ensuring the general care of the children in your room through the structured timetable
11.	Working with the unit leader and senior to develop and maintain routines for the children
12.	Ensuring that the routines are followed on a day-to-day basis when possible - this will include feeding, sleep routines, arts & craft, songs, etc
13.	Ensuring general child stimulation using all equipment at your disposal
14.	Ensuring that all policies and procedures are followed, and all relevant forms, from and for the parents are collected and completed daily. For example, medical administration form, daily report sheet, etc
15.	Dealing with queries from parents within your role and forwarding all others to the senior / unit leader or branch manager
16.	Escalating issues to unit leader / branch manager in a timely manner
17.	Ensuring that the environment is child led and child focused
18.	Conducting general cleaning duties of entire branch as requested
19.	Willingness to work in other parts of the Branch when required
20.	Ad hoc duties as requested

Experience, Knowledge and Qualifications required for Job

Experience	Some experience within a childcare centre an advantage Practical hands-on experience an advantage 1 - 2 years baby sitting experience an advantage
Knowledge	Childcare knowledge Some knowledge of the required Health & Safety standards in the industry
Qualifications	CV should reflect a reasonable level of education Starting, attending or completion of a Childcare qualification from a recognised childcare college Starting, attending or completion of First Aid certificate Starting, attending or completion of Manual Handling certificate
Other Personal Attributes Required	Ability to work as part of a team Ability to be innovative A sincere and genuine love of children To be self motivated Good organisational skills Excellent interpersonal and communication skills

	To be flexible Willingness to attend workshops and staff meetings Ability to work under pressure Professional manner at all times
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Additional Information

Our team are the key to our success as we work hard to meet the needs of our parents and their children for whom we care. They are dedicated individuals who are driven by the enjoyment and satisfaction gained from caring for children. Here are some of the general qualities we look for in all our people.

- Good communication skills
- Warm, caring personality, good rapport with adults and children alike
- A enthusiastic 'can-do' attitude
- A good sense of team spirit

What we can offer you

- A great salary
- Ongoing staff training
- Opportunities for career progression
- An active staff social programme
- Subsidised VHI group scheme
- Educational Assistance

If you think that you meet the above requirements and are interested in applying then forward your CV to our Operations department to arrange an interview.