

# ELSMORE CRECHE



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## **Job Description**

**Job title:** Early Years Practitioner

**Location:** Elsmore Creche, Elsmore, Naas, Co. Kildare

**Report to:** Management/Supervisors

### ***Job Purpose***

- Work to ensure the smooth running for your room or any room you may be working in and to ensure the welfare of the children at all times.
- To act as a role model for the company to parents.
- To keep supervisors and managers informed of any issues.
- To ensure standards of health, safety and hygiene are maintained.

## **Key Responsibilities**

### **Employee Responsibilities**

Ensuring good level of communication with all colleagues on a daily basis.

Ensuring that you respect the rights of children in your care and their parents.

Working as part of a team.

General assisting all other members of staff where possible.

Listening and learning from supervisors and managers.

### **Meeting & Training Responsibilities**

Attending all staff meetings and contributing in a positive and constructive way.

Attend and participate in training courses as required.

### **Operational responsibilities**

Helping with the smooth running of the room.

Knowing daily routine

Be familiar with all allergies and any special care requirements of the children.

Working closely with the supervisor and managers on all issues relating to your room.

Passing on information daily to parents, management and colleagues.

Informing management immediately about any issues/accidents no matter how minor they may be.

Interacting and being on the children's level.

Ensuring the general care of the children in your room through the curriculum and structured routine.

Working with your team leaders, supervisors and managers to develop and maintain routines for the children.

Following weekly plan and Highscope Curriculum. Ensuring that routines are followed on a day-to-day basis –this will include feeding, sleep routines, arts & crafts, songs etc.

Ensuring general child stimulation using all equipment at your disposal.

Ensuring all policies and procedures are followed.

All relevant forms for the parents are sent home and completed daily. For example medical administration forms, daily books.

Dealing with queries from parents within your role and forwarding all others to supervisor or managers. Eg Childs daily routine. Giving daily feedback to the parents, developing strictly work only relationships.

Ensuring the environment is child led and child focused.

Conducting general cleaning duties of the entire facility as requested. Daily checks of HACCP sheets and risk assessments to be carried out and forms completed.

Willingness to work in other rooms & buildings when required.

Collection / delivery of children from designated locations (if required) e.g. school drop and collection

Ensure that you are working accordance with the crèches policies and procedures.

Daily cleaning will be required. Weekly deep cleaning and washing of toys/sofas etc.

Updating child profiles.

Refresh your knowledge of childcare and employment policies regularly.

Complete learning stories, monthly reports, scrapbooks.

Ensuring the Individual needs of Children are identified and met

Adhering to Company Policies, producers & operational practices at all times. Ensuring positive Working relationships are developed and Maintained with children staff parents & carers.

Good communication Skills – Fluency in both spoken and written English.

**Personal Specification for a Childcare Professional:**

- FETAC Level 5 minimum or studying towards
- Childcare experience desirable
- Good interpersonal skills
- Good communication skills
- First aid skills
- Ability to work under pressure
- Professional manner at all times
- Enthusiastic 'can do' attitude
- Warm, caring personality
- A sincere and genuine love for children
- Ability to work as part of a team
- Customer care skills
- Awareness of health and safety issues and legal requirements relating to a childcare service
- Appreciation of need for strict confidentiality
- Honesty and reliability
- Good time keeping
- Willingness to work flexible hours

The work at our facility is by nature flexible and likely to change.

Signed Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signed Manager: \_\_\_\_\_

Date: \_\_\_\_\_