

SESSIONAL CHILDCARE WORKER

Hours: If and when required **Days:** to be agreed

Accountability:

The sessional Childcare Worker is accountable to the Board of Directors of Stepping Stones for Families, and on a day-to-day basis to the Line Manager.

Purpose of the Job:

To contribute to the provision of a safe, stimulating childcare environment to meet the needs of the child and family.

General Responsibilities:

1. Provide a high standard of childcare in the relevant settings
 - Childcare Centre
 - Out of School Care
 - Creche
2. Provide the services in accordance with the requirements of the Care Inspectorate and within the policies and procedures of Stepping Stones for Families with particular reference to Child Protection, Equal Opportunities, Rights of the Child and Health and Safety.
3. Contribute to the planning and development of the childcare service following national guidance.
4. Record and monitor the work with children in the context of 'Getting it Right for Every Child (GIRFEC)' using the wellbeing indicators.
5. Prepare Care Plans for each child as required.
6. Produce reports as required.
7. Work as part of the team to ensure quality services for the children.
8. Establish good communication with the parents / carers.
9. Prepare paperwork as required and attend appropriate meetings.
10. Work in a flexible way to suit the urgent and unforeseen requirements of the organisation.

STEPPING STONES FOR FAMILIES

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Person Specification:

Essential:

- SCQF Level 7 SVQ Social Services Children and Young People or HNC Early Education and Childcare or SVQ Level 3 Children's Care, Learning and Development or equivalent or working towards a relevant qualification.
- Proven experience of working with children and young people to age 18 years.
- Working knowledge of GIRFEC and the Wellbeing Indicators.
- Sound knowledge of child protection procedures.
- Ability to plan and deliver a range of activities to meet the needs of the children.
- Proven ability to write care plans for each child as required.
- Reliability and excellent time keeping
- Commitment to equality of opportunity and rights of the child.
- Ability to work as part of a team where appropriate
- Good communication skills.

Desirable:

- SSSC Registration
- REHIS Food Handling
- REHIS Hygiene Control
- Paediatric First Aid

