

## **Job Description – Daycare Assistant – Zero Hour / Bank Staff (Ref: KAB032)**



The overall policy and procedures of the daycare will be laid down by the management to whom the leader is responsible.

### **Job Duties:**

The daycare assistant will support the room leader to provide a stimulating and varied programme of play and ensure the safety and wellbeing of the children.

In order to achieve this, the assistant will:

1. Help ensure that the playroom is appropriately laid out before the session commences and is tidied up after the session ends. The Assistant also help to ensure good standards of hygiene are followed and that equipment is safe and regularly checked as recommended in DHSSPS guidelines.
2. Attend and participate in all staff meetings and assist in planning and preparation is carried out and that the activities offered throughout the session to allow the children to experience the full breadth of the curriculum.
3. Carry out observations and record assessment of individual children as directed by the room leader.
4. Actively involve parents/carers through a variety of methods.
5. Keep parents/carers up-to-date on their child's progress.
6. Provide and take part in all the company's activities, including special events and outings.
7. Encourage parental involvement.
8. Listen to, encourage, enable, stimulate and ensure the safe keeping of the children.
9. Attend relevant evening meetings and courses as directed by the leader or management. Course fees may be considered by the management for approved training.
10. Advise the leader of any matter requiring attention. E.g. concerns about a child, or equipment needing repaired/replaced.
11. Keep strictly confidential any personal information regarding the children, their families or other staff which is learnt as part of the job. Such information must not be passed on unless it is in the interest of a child. The assistant will then approach the leader with the information. Only if she/he feels the leader is not taking adequate action should the assistant take the matter further - e.g. to assistant manager, owner and/or EARLY YEARS adviser.