



**A unique opportunity to work for an outstanding residential adult education college in the UK**

**Children's Centre Assistants (as and when required) - £8.6980 per hour - Fixed Term until 31 July 2018**

Northern College has been graded outstanding in all areas by Ofsted and we are looking for staff to join the college who can contribute to our continued success. Northern College offers a wide range of adult learning provision including; literacy, numeracy and return to study courses, enrichment activities, an Access to Higher Education Diploma, Higher Education courses and a varied programme of Trade Union Studies. Set in beautiful parklands and with excellent facilities, Northern College for Residential Adult Education has a powerful reputation for the quality of its services.

We are seeking to appoint Childcare Assistants to join the existing team in our Children's Centre, supporting children from 6 months to 11 years and 11 months. You will facilitate children's learning through offering child centred support, stimulation and interaction. You will work as part of a team to ensure the safeguarding of all children and ensure all children have creative, appropriate play whilst maintaining a safe environment. You will need to have an appropriate qualification in Early Years Care (at a minimum of Level 2) and a good knowledge of education and the principles of the early year's foundation stage curriculum. You will be enthusiastic, flexible and possess excellent interpersonal skills.

The Children's Centre is open 7 days a week and there may be hours available during the week but we have a particular need for staff to work the following hours:

Friday 17.45- 20.30 hrs  
Saturday 09.00 - 17.45 hrs  
Sunday 09.00 to 13.00 hrs

The benefits of working for the college include: access to the South Yorkshire Pension Scheme, free on-site parking, family friendly policies and opportunities for training and development. To find out more information about the college, view the job description and person specification and to download an application form please visit the careers page at [www.northern.ac.uk/careers](http://www.northern.ac.uk/careers). For any queries about this vacancy please contact the HR department on 01226 776000.

**Application forms must be submitted by 5.00 pm on Friday 22<sup>nd</sup> September 2017.**

Northern College is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. We are an equal opportunities employer, applications are particularly welcome from disabled, black and minority ethnic groups as they are currently under represented within our staff group. Northern College promotes the welfare of all students and is fully committed to safeguarding and to fulfilling its obligations under the Prevent duty. The college expects all staff to share these commitments.

**Please note that this post is regulated activity.** The successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check and to complete a Disqualification Declaration Form as part of the recruitment process.

Registered Charity Number 507245



**THE NORTHERN COLLEGE**

**JOB DESCRIPTION**

**CHILDREN'S CENTRE ASSISTANT**

**Summary of Responsibilities**

To be responsible to the Principal under the line management of the Children's Services Manager for providing a diverse collection of childcare services, which make provision for children of a variety of ages during weekdays, evenings and weekends.

**Main Duties**

- 1 To assist the Children's Services Manager in the daily running of the centre and the maintenance of a stimulating and educational atmosphere for children.
- 2 Provide and prepare safe, creative appropriate play opportunities of a high quality – whilst maintaining a good standard of care in a safe environment.
- 3 To liaise/ work with colleagues and undertake effective planning and record keeping.
- 4 To liaise with parents and other staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
- 5 To undertake basic administration tasks as required for the Children Centre.
- 6 To contribute to high standards of hygiene and cleanliness of play activities.
7. To undertake any training and development deemed relevant to the post.
8. To undertake duties and responsibilities in full accordance with the College's 'Health & Safety' policy and procedures.
9. To work to promote and support the College's policies and procedures with particular reference to the safeguarding of children and vulnerable adults.
10. Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or some other senior member of staff acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date:

**THE NORTHERN COLLEGE**

**PERSON SPECIFICATION - CHILDREN'S CENTRE ASSISTANT**

<b>Category</b>	<b>Essential/ Desirable</b>	<b>Description</b>	<b>Means of Assessment</b>
<b>Knowledge and Experience</b>	Essential	Experience of working with children under 12 years old from wide ranging ethnic and social backgrounds	Application Form Interview
		Knowledge of age appropriate play	Application Form Interview
		Awareness of equality and diversity issues	Interview
		An understanding of the importance of 'safeguarding' and a commitment to creating a safe learning environment within the college	Interview
		Awareness of and commitment to customer care	Interview
		Awareness of health and safety and practical hygiene	Application Form Interview
	Desirable	Experience of working in an Early Years setting	Application Form Interview
		Ability to undertake observation and assessment	Application Form/ Interview
		Knowledge of parenting skills	Application Form Interview
		Knowledge of foundation stage education	Application Form Interview/Exercise
<b>Skills &amp; Abilities</b>	Essential	Ability to meet children's individual needs	Application Form Interview/Exercise
		Ability to communicate effectively both verbally and in writing	Application Form Interview
	Desirable	Ability to be creative	Application Form
<b>Training and Education</b>	Essential	Level 2/3 Certificate for the Children and Young People's Workforce or equivalent	Application Form
	Desirable	First Aid qualification	Application Form
		Basic Food Hygiene Certificate	Application Form
<b>Other Requirements</b>	Essential	Availability and ability to work in a variety of situations	Application Form Interview
		The ability to undertake a post deemed to be regulated activity in accordance with the Safeguarding Vulnerable Groups (SVG) Act 2006 and the Childcare Disqualification Regulations 2009	Completion of Enhanced DBS Disclosure & Disqualification Declaration Form
		An understanding of the importance of safeguarding and a commitment to maintaining a safe learning environment within the College and the Prevent Agenda	Interview
		Awareness of and commitment to equality and diversity issues	Interview
	Desirable	Knowledge of child protection issues	Application Form Interview