



JOB DESCRIPTION	
Job Title	Flintshire Crèche and Childcare Supervisor
Portfolio	Social Services
Reports to	Childcare Development Manager
Location	Garden City, Tiny Turrets and Flintshire wide
Job Reference/ID Number	80000024336
Job Purpose	
To contribute to a service of community parenting support which empowers parents to develop their child's wellbeing by providing a range of services such as high-quality childcare. As part time leader of the room, assist the Flintshire Crèche and Childcare Service Lead in the delivery and development of Garden City Childcare and Flintshire Crèche and Childcare Services provision. To be responsible and care for all children as a group or on a 1 to 1 basis within settings, expanding their development through inclusive play and learning, leading staff within the room to ensure high standards are met within CIW regulations, ECERS, ITERS and Healthy Preschool initiative requirements. To model good practice and lead by example. To work within all age ranges of 0-12 years.	

Principal Accountabilities
1. Work with colleagues, Flintshire Crèche and Childcare Service Lead, Childcare Development Officer and other professionals to help lead, develop and plan appropriate programmes of care and activities for ages 0-12 years, working within the Garden City Childcare and Flintshire Crèche and Childcare Services, ensuring routines are adhered to throughout the day. This may include delivery on an outreach basis and/or community events 2. Ensure the provision of an inclusive enriched play environment, in which children can develop physically, mentally and socially, feeling at ease and free to explore 3. To plan and develop quality play activities in order to encourage the physical, social, intellectual and emotional development of each child, whether individually or in a group setting. 4. Supervise the children at all times, ensuring that all policies and procedures are adhered to in accordance with legislation, regulation and CIW minimum standards (ECERS, ITERS and Healthy Preschool initiative). 5. Assist in preparing the materials and activities in the room to aid the children's play experiences and learning outcomes.

6. Work within the Welsh Government programmes e.g. Flying Start, Childcare Offer to ensure that each child's individual needs are respected and recognised targets and goals are set both personally and developmentally for each child to ensure they meet the required outcomes.
7. Act as a key-worker for children within your care, ensuring communication with parents is of high importance which includes enabling them to develop an understanding of the importance of play at each stage of the child's development.
8. Ensure that all routines are followed and all relevant paperwork is up to date including children's records, early years and ALN paperwork, daily diaries and recording of learning outcomes and assessments.
9. Ensure all staff to child ratios are adhered to and support the Flintshire Crèche and Childcare Service Lead to ensure this is maintained in periods of absence.
10. Be responsible for administering First Aid if needed.
11. Ensure all children are given the opportunity to participate and give their opinions and are listened to and treated with respect.
12. Provide healthy snacks, meals and drinks to the children within the Healthy Preschools Initiative.
13. Contribute to maintaining a healthy and safe working environment.
14. Undertake any additional duties as deemed appropriate by the Flintshire Crèche Childcare Service Lead and Childcare Development Officer

Supervision/Management of People
None
Employment Checks/Specific Requirement i.e. DBS
DBS
Special Working Conditions
None

Person Specification		
<i>The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.</i>		
Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
Educated to at least NVQ/QCF level 3 (or equivalent) in a childcare discipline with experience of working within a childcare setting. Additional qualifications relating to play / commitment to working towards play qualification Professional development and continuation in line with SCW Qualifications Framework.	Essential	Application / Interview
Knowledge and Experience		
Experience of organising a childcare setting.	Essential	Application / Interview
Experience of working with children with additional needs such as speech, language and communication.	Essential	Application / Interview
Must enjoy working with children, seeing them as individuals and have experience of helping children learn and develop. And take a holistic approach in working and engaging with parents/carers.	Essential	Application / Interview
Experience of working within early years and aware of Flying Start and the Childcare Offer.	Essential	Application / Interview
Evidence of identifying and further enhancing personal and professional development is essential.	Essential	Application / Interview
Paediatric First Aid, Food Hygiene, Manual Handling, Safeguarding Children	Desirable	Application / Interview
Skills		
Must possess well developed and effective, all round verbal and written communication skills.	Essential	Application / Interview
Creative thinking and innovation by seeking and trying new and better ways of doing things, as well as welcoming initiatives from others.	Essential	Application / Interview
Self-motivated and able to work in a variety of settings.	Essential	Application/Interview

Excellent self-management and organisation skills	Essential	Application/Interview
Accurate and appropriate recording skills	Essential	Application/Interview
Good interpersonal skills	Essential	Application/Interview
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview