



Job Description: Childcare Assistant/ Practitioner



Job role: Childcare Assistant/Practitioner **Proposed start date:** January 2026

Responsible to: Room Leader

About the Role: We are seeking a caring, enthusiastic and motivated Childcare Assistant / Practitioner to join our dedicated team. The successful candidate will work across the setting, supporting children aged 2–5 years in the Pre-School and 2–11 years in our Wrap Around Care and Summer Holiday Club. This is a varied and rewarding role where you will play a key part in providing a safe, nurturing, and stimulating environment that supports every child's learning, development, and wellbeing.

Hours: 18-21 hours per week, worked flexibly across the week according to the needs of the setting. **Term-time only 38 weeks plus 2 weeks summer holiday club**

Pay: TBD

Key Responsibilities

Childcare and Learning

- Support the planning and delivery of age-appropriate, engaging activities that promote children's learning and development across all areas of the EYFS (Early Years Foundation Stage).
- Encourage children to develop independence, confidence, and self-esteem through play and everyday experiences.
- Support the learning needs of children aged 2–11, adapting activities to suit different abilities and interests.

Safeguarding and Wellbeing

- Ensure the safety, security, and wellbeing of all children at all times, following safeguarding and child protection policies and procedures diligently.
- Maintain high standards of health, safety, and hygiene within the setting, Adhering to the Policies and Procedures of the setting
- To support children with personal care when required.

Teamwork and Environment

- Work collaboratively as part of a team to plan, prepare, and maintain an inviting, stimulating, and well-organised learning environment.
- Contribute ideas to enhance play spaces and learning opportunities indoors and outdoors.
- Support colleagues in daily routines including set-up, tidy-up, and mealtime supervision.
- To attend and participate in staff meetings as required. (4 per year)
- To undertake other appropriate duties as determined by the room leader.

Partnership with Parents and Key Person Role

- Build positive relationships with parents and carers, sharing information and celebrating children's progress.
- Act as a key person for a small group of children—observing, assessing, and planning for their individual needs and interests.
- Keep accurate records and contribute to children's learning journeys.

Holiday Club and Wrap Around Care

- Plan and deliver a range of fun, creative, and inclusive activities for children attending before/after school and during the summer holiday club.
- Promote an inclusive and supportive atmosphere where all children feel valued and engaged.

Person Specification	Essential	Desirable
Qualifications		
Level 2/ 3 NVQ or CACHE or willing to working towards	✓	
Evidence of continuing professional development in childcare, out of school services		✓
Paediatric first aid		✓
Food Hygiene Level 2		✓
Experience		
Experience of working with children in a play, childcare or out of school setting	✓	
Involving children in shaping services and making decisions		✓
Experience of making inviting snacks		✓
Knowledge		
Knowledge and understanding of children's age and stage of development	✓	
Understanding of safeguarding, health and safety, and child wellbeing.	✓	
Equal Opportunities issues	✓	
Skill Competencies		
Professionally discrete and able to respect confidentiality at all times	✓	
Firm, sensitive and effective approach towards pupil discipline, in accordance with school policies and pupil needs	✓	
Excellent communication (written & oral) and interaction skills with child, parents and colleagues	✓	
Ability to create and inspirational and stimulating child centered play and care environment	✓	
Good organisational ability	✓	
A commitment to the settings ethos	✓	
Personal Attributes		
A genuine passion for working with children and supporting their development.	✓	
Patience, kindness and approachable manner	✓	
Flexible and adaptable approach to working across age groups and settings.	✓	
A good use of Initiative	✓	

Why Join Us?

- Supportive and friendly team environment.
- Opportunities for professional development and training.
- A varied and fulfilling role supporting children's growth, confidence, and curiosity.

As part of the role there will be continued professional development opportunities to enhance employees' skills and knowledge as well as mandatory training to undertake to ensure professional compliance within the role.