

Childcare Assistant



Centre for ADHD & Autism Support

2nd Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 10807951193799

Job Description

Post Title:	Childcare Assistant
Hours:	Sessional work typically Wednesdays and Fridays Term Time. 2.5 hours per session. Additional project work may be available.
Salary:	London living wage (currently £13.69ph including holiday pay)
Accountability:	Reports to the Family Services Manager
Location:	Television House, 269 Field End Road, Eastcote, HA4 9XA

1. Job Summary

To be responsible for the delivery of creche facilities whilst parents are attending drop-in groups or courses at CAAS. To organise and implement a stimulating environment for children from baby to aged 4 and, on occasion, school age children who may have a diagnosis of ADHD and/or autism or be undergoing assessment. This may be within a small group setting or on an individual basis.

2. Key Responsibilities – Creche

- Ensure overall safety and well-being of the children.
- Providing a caring and stimulating environment for the children.
- Ensure that the room is prepared and set out in readiness for the session and cleared away at the end.
- Provide and take part in activities if required.
- Advise the parent of any matter or concerns requiring their attention.
- Ensure all policies are adhered to.
- Undertake any training where necessary.

3. Key Responsibilities - Organisational

- Keep confidential and personal information regarding the families in a safe place.
- Complete any paperwork required up to date and stored safely.
- To comply with such policies/procedures, guidelines and codes of practice as laid down by CAAS.
- To attend team meetings as appropriate

Job Description – Childcare Assistant

Please note job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

4. Person Specification - Essential

- NVQ level 2 or 3 in Early Years and Education.
- Previous experience of working with babies and children.
- Previous experience of working in a childcare setting.
- Experience/knowledge of both autism and ADHD.
- Effective communication skills and an ability to represent the organisation.

5. Person Specification - Desirable

- First aid qualification.
- Experience/knowledge of children of a range of ages up to 10 years old.

6. Equal Opportunities

CAAS recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates.

We also recognise the value of flexible working, so will consider different types of flexibility (such as term time, annualised or compressed hours, and a minimum requirement of 60% working in the office for all staff), as well as the possibility of offering the role on a job share basis.

CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.