

# Childcare Assistant



## Centre for ADHD & Autism Support

2<sup>nd</sup> Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 1080795

### Job Description

<b>Job Title:</b>	Childcare Assistant
<b>Terms:</b>	6hrs per week, term time only Permanent Sessional work typically Wednesdays and Friday mornings Additional project work may be available on an ad-hoc basis.
<b>Salary:</b>	London Living Wage (currently £15.06ph including holiday pay)
<b>Accountability:</b>	Reports to Family Services Manager
<b>Location:</b>	Offices based at Television House, 269 Field End Road, Eastcote, HA4 9XA, with some potential for home working.

### Job Summary

CAAS provide an ADHD and Autism Support Service for the 8 boroughs of NW London, from our base in Eastcote, with a team of Support Workers. Our work includes offering information, advice, and support to ADHD / autistic people, their families, and professionals in NW London, with the aim of improving quality of life and developing neurodiverse-aware communities. Some of the support is offered through one2one meetings, some of the support is provided through groups and courses which aim to increase understanding and awareness, and provide opportunities for peer support, and some of the support is offered through training and workshops to educate professionals and drive for accommodations to be made to services to allow greater access for our client group.

As Childcare Assistant you will 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

There is no requirement for any experience of working with ADHD / autistic individuals, as we will provide training on the conditions. However, and understanding of the conditions, a genuine acceptance of diversity, and a keenness to make an impact are essential.

### Key Responsibilities

#### Creche Work

- 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.

### 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

### Other Responsibilities

- To carry out other tasks appropriate to the post and as agreed with the CEO.
- To actively participate in and undertake training and development of self and others.

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.

### Person Specification - Essential

- **Childcare Qualification:** NVQ level 2 or 3 in Early Years and Education.
- **Childcare Experience:** Previous experience of working with babies and children, and of working in a childcare setting.
- **Experience or Knowledge of ADHD or Autism:** Prior experience or knowledge of working with ADHD/autistic individuals or an understanding of the challenges faced by ADHD/autistic people.
- **Communication Skills:** Excellent written and verbal communication skills, capable of representing the organisation effectively both internally and externally, to different stakeholders.
- **Adaptability and Probity:** Capable of adjusting to changing priorities and managing a variety of tasks efficiently. High level of personal integrity and commitment to 'doing the right thing'.
- **Interpersonal Skills:** Warm and welcoming demeanour, capable of active listening and using neuro-affirmative language to support inclusive communication.

### Person Specification - Desirable

- **First Aid Qualification:** current first aid qualification, particularly one focussed on paediatric first aid.
- **Knowledge of older children:** previous experience of working with children up to the age of 10.

### 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 LGBT+, 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.