**EARLY YEARS WORKER**

**Job Description**

Northside Family Resource Centre’s Sunshine Crèche and Kings Island Crèche continues to develop and promote good practice, with the child as the focus of all we do. Working with the Early Years Centre Coordinator and EY Area Coordinator, the Early Years Worker will have responsibility for the day-to-day care and education of children attending the service.

The main duties and responsibilities of Early Years Worker are as follows:

## Childcare

* Day to day responsibility for the children including their physical and developmental care
* Participate in the planning, implementation of activities / programmes appropriate to individual and group needs
* Implement Siolta and Aistear toolkit
* Use own initiative and imagination to continually update programmes and activities.
* Review and evaluate.

# Staff

* Working as part of a staff team to ensure delivery of a quality programme for children.
* Support the smooth running of staff timetables, rotas, breaks, etc.
* Support the day-to-day running of the service

# Childcare Facility

* Be responsible for cleanliness of the designated area
* Ensure that all equipment and resource materials are properly maintained.
* Take responsibility for maintaining the highest standards in relation to health, hygiene and safety on a day-to-day basis
* Share responsibility for areas of general use.

### Parents

* With EY Centre Coordinator and Team Leader liaise with parents in relation to children’s progress
* Involve parents in aspects of the service and work co-operatively with them
* Disseminate relevant information and literature to parents

## Policies

* Be familiar with and implement all childcare policies and procedures
* Implement Child Protection Policy - being vigilant for signs of non-accidental injury, sexual abuse, neglect and social, emotional and development delay, reporting immediately any and every aspect of concern to the Designated Liaison Person.
* Observe all procedures as required in terms of care and control, safety and good childcare practice
* Ensure relevant others (students, volunteers, parents and visitors) are made aware of and adhere to all policies and procedures

**Training / Networking**

* Continually support the update and renewal of childcare practice and procedure by being open to own learning and development, identifying and completing relevant courses
* Participate in ‘child-related’ courses, talks and workshops as requested by management
* Participate in team-building, staff training and development sessions of Family Resource Centre

**Other relevant responsibilities as identified by management.**