

CHILDMINDER SAMPLE JOB DESCRIPTION



Please note this description is not exhaustive, and should only be used as an indicator of the types of responsibilities expected to be undertaken as a childminder

JOB BRIEF

Each childminder will be registered and inspected with Ofsted to ensure that they are able to demonstrate the quality and standards of care required by Ofsted, the Early Years Foundation Stage and the Professional Association for Childcare and Early Years (PACEY). Each childminder must ensure that they provide high quality childcare, within a positive, safe and happy environment. Childminders are responsible for planning and preparing a programme of play based activities and in the completion of all relevant record keeping, paperwork and administration.

RESPONSIBILITIES AND DUTIES

All Childminders have a responsibility to promote and demonstrate a high level of professionalism when carrying out their work.

QUALITY CHILD CARE

To provide high quality care by

- to plan, provide and take part in play based activities that stimulate and support children's intellectual, physical, social, emotional and language development.
- Listening to, encouraging, enabling, stimulating and ensuring the safe keeping of the children
- Provision of refreshments, encouraging healthy eating and promoting a healthy lifestyle
- To implement and update policies and procedures in line with Ofsted and PACEY guidance.
- To work towards assessment against a nationally recognised quality assurance scheme.

HEALTH AND SAFETY

To ensure a safe environment for children including

- Risk assessments should be carried out for each room that will be registered including the garden/outdoors and are based on the needs/developmental stage of the children cared for at the time of the risk assessment. Risk assessments should be reviewed on a regular basis
- Ensuring equipment is well maintained, age appropriate and safe to use
- Ensuring good hygiene standards are met
- Following all safety procedures (including Child Protection Policy)
- Accidents, emergencies and the administering of medication are dealt with according to policy and first aid box regularly replenished

MARKETING AND PROMOTION

To market your childminding services in the local area

- Distribution of publicity materials within local amenities
- Updating information with the family information service
- Working with other childminder network groups
- Attending PACEY promotional events

ADMINISTRATION

- To ensure that all administration and paperwork is completed and actioned timely as directed by the Ofsted and PACEY guidelines.

RELATIONSHIPS

- To build and maintain positive and professional relationships with parents/carers, schools, playgroups, toddler groups, children's centres and other childminders.
- To deliver a high level of customer service at all times.
- Advise the Childminding Development Advisor of any matter requiring attention, such as concerns about a child, inspection issues etc.

OTHER

- To attend relevant meetings and training events
- To be responsible for own continuing professional development, and refresh of mandatory training

To keep completely confidential any information regarding the children, their families which is learnt as part of the job, and in line with the your individual confidentiality policy

COMMUNICATION SKILLS

- To ensure communication skills are modified according to audience. Ensure that appropriate communication methods are used when communicating with children, parents, carers and fellow professionals
- Listen
- Consult with children, parents, carers and professionals