

## JOB DESCRIPTION

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The below job description is neither definitive nor exhaustive. However, it should provide a clear indication of what is involved in the role of Edu-carer for the Company at Giraffe Childcare.

The Company reserves the right to change or amend the description as the need arises.

Legal or regulatory changes are automatically incorporated into this job description.

- To care for the children in your charge, individually and in group activities.
- To operate the room or unit in which your assigned to, coordinating duties and activities with colleagues working in your area or alongside you.
- To maintain daily records of the children in your care and records in accordance with operational procedures of the nursery.
- To support junior staff members ensuring best practice in all areas is maintained and passed on.
- To cultivate good working relations with Parents, Colleagues and Management.
- To make yourself available for periodic Parent / Staff meetings after normal working hours.
- To also undertake to comply with the work and standards required of the post.
- To be aware of all procedural matters in relation to:
  - Interfacing with the public especially being familiar with greetings on answering telephones, both inside and outside lines stating your name as part of the greeting. It is the stated preference that all phones are answered “Hello, Giraffe Childcare and Early Learning Centres”, **Name** speaking”. This format affirms the brand and ensures a professional image and will prove user friendly while maintaining uniformity in all Giraffe facilities
  - Parent or Guardian communications
  - Parent or Guardian Viewing
  - Care and welfare of the children
  - Meal-time routines and allergy awareness
  - Implementation of Child Illness and Accident Policy
  - Reviewing and implementation of curriculum and activities
  - Ensuring neatness and orderliness of junior staff assisting you.
  - Ensuring neatness and orderliness of your operational area.
  - Advising the Director of any needs arising in your area of responsibility
  - To maintain daily records in accordance with operational procedures of the centre

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- To follow all centre operational procedures in relation to;
  - Health & Safety
  - Parent Communication
  - Staff teamwork and co-operation
  - Child illness and accidents
  - Uniform and dress code as advised
  - Cleaning routines and other house-keeping duties
  - Telephone use including restrictions on mobile phones
  - Staff rostering
  - Sick days
  - To co-operate with daily routines and schedules in your unit
  - To aid the preparation of age-appropriate materials and activities
  - To assist in providing activities for the social-emotional, physical, cognitive and nutritional development of the children in your care
  - To report to the Centre Director on all aspects of the unit, and work with them in developing and improving the services and operation of the centre keeping them advised of matters arising where appropriate
  - To perform variable related duties as requested by management, from time to time