



JOB DESCRIPTION

Job Title:	Childcare Practitioner
Report To:	Branch Manager (BM), Unit Leader (UL) & Assistant Manager (AM)
Job Purpose:	Ensure the smooth running of your class room and to ensure the welfare of the children at all times. Act as a role model for the company with parents at all times. Keep BM up to date and informed of any issues.

Key Responsibilities:

To contribute to the implementation of services, the post holder will:-

- Covering for the UL if requested
- Ensuring a good level of communication with all staff in general
- Ensuring that you respect the rights of the children in your care and their parents
- Working as part of a team, fostering good working relationships with your colleagues
- Supporting other staff along with students and Jobbridge employees
- Attending all relevant workshops when required
- Attending the staff meetings and contributing in a positive and constructive way
- Work with management to organise room movements information and informing parents of room moves
- Responsibility for the smooth running of the room, working closely with all other staff members
- Working very closely with the UL and BM on all issues relating to your room
- Ensuring the general care of the children in your room through child led room routines
- Ensuring general child stimulation using all equipment at your disposal and keeping the levels procedures are followed and all relevant forms, from and for parents are collected and completed daily and passed to parents on a daily basis. For example, medical administration form, daily report sheets, etc
- Dealing with all queries from parents consulting with the management team
- Ensuring that the environment is child led and child focused
- Conducting general cleaning duties of the unit and entire branch when requested
- Willingness to work in other parts of the branch when required
- Maintaining child registers on a daily basis and ensuring you sign in/out daily as per HSE regulations
- Planning and implementing a weekly curriculum
- Revising room layouts regularly and ensuring they are laid out around a structured environment as per regulation 5
- Ensure you are physically able to meet the needs and responsibilities of your role



**JOB DESCRIPTION
Childcare Practitioner**

Branch: _____

Employees Name: _____

Signed: _____

Date: _____

MANAGERS SIGNATURE: _____

(Please keep page 1 and return page 2 to your manager)