

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Childcare Assistant

**Classification:** Childcare and Related Personal

**Ref:** 13,019

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**Aims & Objectives:** To develop key skills through the experience of work. Insight into working as a playgroup/nursery assistant.

**Key Tasks:** Duties may include assisting full time staff with the care of the children, reading/singing/playing with children, helping with art and creative work. General tidying up after children and assisting with lunches/breaks etc.

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**Requirements:** Student must like children and be interested in working with them. Student should have good communication skills with children. Student should be enthusiastic and able to work as a team, and able to use own initiative.

**Clothing:** Not too smart as children can be messy, no earrings other than studs/piercings to be worn.

**Working Hours:** 8.30am -2.30pm Monday to Friday (max 37 hours) NOTE: Playschools tend to close midday whilst nurseries are open later, some until 6pm

**Meal Breaks:** Packed lunch to be eaten with the children

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**Interview Required:** Y

**Student to Arrange:** Y

**Notes:** Student to contact employer to arrange an interview / informal chat prior to starting the placement.

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**Employer's Health & Safety Risk Assessment:**

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student will be supervised at all times and never be left alone with children.CHILD PROTECTION ISSUES:-The student will not be involved with 'intimate personal care' (washing, bathing, toileting, nappy changing etc) All staff are police checked.PERSONAL PROTECTIVE EQUIPMENT:-Student may assist with cooking. Aprons and disposable gloves are available.WORKPLACE SPECIFIC HAZARDS:-If student unable to attend because of illness it is very important to let playgroup owner know as soon as possible.NOTE:Students who are unwell, especially with sickness, diarrhoea or contagious diseases should not attend for at least 48 hours after symptoms have stopped. CHEMICALS & FLAMMABLE MATERIALS:-Students must not administer first aid. Medication for children must not be handled by student.LIFTING & MANUAL HANDING:-Students must not lift / carry children.SLIPS, TRIPS & FALLS: Care to be taken of trip hazards in the form of toys on the floor.

**Special Notes:**

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

**Last Visit Date:****Next Visit Date:****Risk Band: L**