

Job Specification

Trainee Nursing Assistant

Key Competencies

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| Physically capable | Pragmatic |
| Medically fit | Independent transport |
| Self motivated | Motivated |
| Honest | Keen |
| Reliable | Comfortable with IT |
| Accepts responsibility | Good timekeeper |
| Good judgement | Pays attention to detail |
| Flexible | Organised |
| Able to work on own | Able to deal with difficult situations/ conflict |
| Practical | Team player |
| Presentable | Understands instructions |
| Recognises and able to work to required standard | Speaks up if experiencing problems |
| Adaptable to change | Listens |
| Willing to learn | Speaks appropriately to staff, children and parents |

Qualifications

None required - full training will be given. This is a career starter post for a newcomer to childcare.

Experience

Some experience in a childcare setting would be an advantage.

Line Manager

Responsible to Team Leader for the general welfare, education and security of children within the area of responsibility.

Hours

Hours will be flexible as required by the Care Manager, up to 45 hrs per week.

Leave

24 days paid leave pa. Public holidays are not given as leave. Block leave is used at Christmas and Hogmanay.

Pay Band

Between £3.00 and £5.25 per hour, depending on ability and experience.

Main Duties

- Assisting with general childcare around the centre
- Assisting with maintenance of daily schedules and registers for one age group team
- Helping to planning suitable activities in accordance with stated policies
- Maintenance of current best practices once learnt
- Maintenance of standards and policies laid down in the Policies and Procedures Manual once learnt