



Ihsan Children Centre and Nursery  
North London Muslim Community Centre Limited  
66-68 Cazenove Road London N16 6AA  
Tel: 020 8806 1147  
Fax: 020 8806 6859  
email: admin@ihsancc.org.uk



## Ihsan Children's Centre - Early Years Childcare Worker

**Hours of duty:** 24 hours per week

**Contract start:** 1<sup>st</sup> May 2024

**Reports to:** Ihsan Service Development Managers

**Application Deadline:** 23:59, Sunday 14<sup>th</sup> April 2024

**Interviews to be held from:** Week beginning 15<sup>th</sup> April 2024

**All applications must submit an application form to NLMCC director  
By email: [hashim@nlmcc.org.uk](mailto:hashim@nlmcc.org.uk)**

**PLEASE NOTE: CV'S AND COVER LETTERS WILL NOT BE ACCEPTED.**

### Job Purpose

We are hoping to appoint a highly motivated and creative individual to join the Ihsan Children's centre team. You will work alongside our dedicated Childcare and Children's Centre staff to support and extend children's learning.

The Childcare staff will actively promote the engagement of parents/carers at Ihsan Children's Centre and to contribute to the effective and efficient delivery of information, advice and support to parents/carers of young children and Early Years settings in order to improve outcomes for vulnerable children under five and their families. Commitment to helping children thrive and get the best start in life, a warm and positive approach, lots of creative ideas, promoting Early Years Play and development.

### Job Description

Suitable candidates will need to be able to:

- Uphold the NLMCC vision and comply with the statutory standards of the EYFS.
- To work as part of Ihsan Children's Centre team in identifying the needs of families within the reach area and provide high quality, co-ordinated activities and programmes to meet area demand and give value for money.
- To ensure that services are evaluated and "the journeys" families go on are evidenced.
- Offer workshops to parents/carers offering support and guidance on issues such as health, ages and stages of development, parenting.
- To have good knowledge and understanding of the Early Years Foundation Stage (EYFS) and competently use this for planning sessions and activities.
- Sound knowledge of child development for children from birth to five years.





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- An understanding of play based approaches to children's learning and development.
- To be responsible for planning, evaluations, measuring impact and writing case studies.
- Deliver sessions to individuals, groups of children and their parents face-to-face and using online platforms.
- To support parents to engage with their children and support the continuation of learning at home.
- To comply with all requirements of child protection and safeguarding procedures.
- To support the centre with the formulation of individual and group learning journals.
- To identify gaps in the service and feedback to service development managers.
- To be able to use databases and tracking to ensure that services are delivered where needed and long term impact is gained.
- Deal calmly, efficiently and effectively with a wide range of enquiries from the public, voluntary, statutory agencies and government departments providing support, information and signposting as required.
- To undertake work with families on a one to one basis.
- To ensure that proper records are kept in respect of dealings with families and that notes are taken at the time that are accurate and reflect the situation.
- To liaise with and feedback to other professionals with updates on the work that is being undertaken.
- To attend training, supervision and development opportunities as directed by line manager.
- Maintain service level files, working towards ambitious targets in order to drive the work of the centres forward.
- To undertake written and on the spot risk assessments to ensure the safety of all.
- To ensure all families in the area receive regular information about the children's centres services and activities.
- Support families with 2 year funded applications.
- To ensure that all services are accessible and relevant to all families within the community.

***Health & Safety responsibilities:***

- Maintain the activity and learning area, within the setting.
- Strictly adhere to government guidelines, abide by NLMCC policies and procedures,
- Carry out daily/outing risk assessments, to ensure the safety of all staff, children and families.
- Be aware of health and safety in the environment to keep children, staff and families safe.
- To maintain hygiene of the building, fixtures, fittings and any equipment that children, staff or families may use, and the general cleanliness of the Centre at all times.

***Safeguarding:***

- Attending all necessary internal/external Safeguarding training.
- Identifying any child safeguarding/child protection concerns.
- Reporting any child safeguarding/child protection concerns to the Designated Safeguarding Lead.

***General:***

- To undertake any other duties commensurate with the post.
- To maintain and uphold confidentiality of NLMCC work practices.

This list is not exhaustive but constitutes the core role. Core responsibilities can be changed and extended as per the instructions of the Director and Management Committee. General duties include ensuring the smooth running of the child focused services and to work in line with the broader interests of the **NLMCC, Ihsan Children's Centre, Ihsan Nursery** and contribute to its development.



### PERSON SPECIFICATION

Job CRITERIA		REQUIREMENT LEVEL	METHOD OF ASSESSMENT
<b>Qualifications</b>			
1	Qualified to Level 3 in Childcare.	Essential	A-I
2	Recent Paediatric First Aid certificate	Desirable	A-I
3	Evidence of commitment to proactively seek and undergo professional training and development opportunities	Essential	A-I
<b>Experience</b>			
4	Experience of working with children aged 0-5, using the EYFS to observe, assess and plan for children's learning.	Essential	A-I
5	Experience of working with those who may have special educational needs.	Desirable	A-I
<b>Knowledge and understanding</b>			
6	Knowledge of foundation stage curriculum and other basic learning programmes/strategies	Essential	A-I
7	An understanding of Safeguarding issues and procedures.	Essential	A-I
8	Understanding of the needs of families within the local community with children in the early years.	Essential	A-I
<b>Skills /Abilities</b>			
9	Good numeracy and literacy skills,	Essential	A-I
10	Good communication skills with adults and children,	Essential	A-I
11	Be able to use computer software and digital devices,	Essential	A-I
12	Ability to speak in a community language (Arabic, Bengali, Gujarati, Swahili, Turkish, Urdu)	Desirable	A-I
<b>Other</b>			
13	The ability to adapt working hours, rotas, staff teams, key groups to meet the requirements of the children's centre.	Essential	A-I
14	Demonstrate the qualities and ability to work as part of a team in a positive attitude to help your team to be more productive.	Essential	A-I
15	An understanding of and a personal commitment to the Vision and Values of the North London Muslim Community Centre.	Essential	A-I

#### **Place of Work**

North London Muslim Community Centre, 66-68 Cazenove Road, N16 6AA.

#### **Management Structure**

The Early Years Practitioners immediate line manager will be the Ihsan CC Service Development Managers. Ultimately the post is under the management of the NLMCC's Management Committee and Chairman.

#### **LEAVE**

Leave will be awarded as per the requirements and guidelines set out by the Department of Trade and Industry.