



|                               |   |
|-------------------------------|---|
| <b>Post title</b>             | <b>Early Years Domestic Support Assistant</b>                     |
| <b>Division / Section</b>     | <b>Schools and Lifelong Learning</b>                              |
| <b>Department</b>             | <b>Children, Education and Justice Services</b>                   |
| <b>Responsible To</b>         | <b>Head Teacher / Head of Centre / Senior Early Years Officer</b> |
| <b>Number of post holders</b> |   |
| <b>Acting up/ Secondment</b>  | N/A   |

### **Purpose of Job**

To provide domestic support to keep the early years establishment in order for children, parents and staff and support the delivery of light meals and snacks for children.

### **MAJOR TASKS/JOB ACTIVITIES**

Basic food preparation and cooking for children's snacks respecting children's dietary needs with regard to ethnicity and particular needs in discussion with the early years practitioners

Take delivery of any school lunches and following the safe food policy and procedures.

Support early years practitioners to serve snacks and meals

Assist early years practitioners with the preparation and delivery of celebratory/other events e.g. children's birthdays

Ensure the kitchen areas meet environmental health requirements daily and to report any defects to the Head of Centre

Be responsible for overseeing the rotation of stock and that all legislative requirements are met about the safe storage of food

Support the team by cleaning up the early year's establishment keeping the environment attractive, hygienic for the children throughout the day as required. *(Main cleaning duties will be carried out by facilities management).*

Assist with any laundry by loading the washing machine and dryer and ensuring any nursery clothing, towels, cloths etc are kept clean.

Escort the children on the minibus when required.

### **Supervision and Management of People**

No supervision of other staff

### **Creativity and Innovation**

Contribute to the planning of snacks with the early years staff

Follow the systems put in place by the Head of Centre for employees to access approved policy, procedure and guidance

Follow Health and Safety Guidelines of the Council including the completion of any necessary documentation.

### **Contacts and Relationships**

All staff are expected to work as part of a team to ensure the smooth running of the centre  
Staff will be in contact with the children and their parents.

### **Decisions (Discretion)**

Day to day decisions with regard to food hygiene, and infection control

Decisions regarding Health and Safety at Work

Allocation and prioritising of own workload to meet the needs of the early year's establishment.

### **Decisions (Consequences)**

Decisions made may impact on children, other staff members and the quality of the service:

- Menu planning to meet individual requirements.
- Prioritisation of tasks and workload.
- The post holder will be required to refer any difficulties or concerns to their line manager clearly and concisely in line with relevant Council Policies and Procedures.

### **Resources**

Involved in the purchasing of food for snacks and appropriate stock control

### **Environment – Work Demands**

The post holder will be expected to ensure that the food is prepared and with the early years practitioners in good time to be served

### **Environment – Physical**

Normal physical effort is required on a regular basis

Climbing in and out of minibus

Manual handling of food supplies and heavy pots/pans

Regular standing

65% of time spent manual handling and also on cleaning and laundry duties if they are physically demanding

### **Environment – Working conditions**

Exposure to moderate hot/humid environment

The post is required to work in a noisy environment

### **Environment – Work Context**

Imperative to always meet all legislative requirements, including the use of sharp and potentially dangerous equipment e.g. knives, heater, cookers etc.

30% of time using sharps and other equipment.

Safe practice essential with use of equipment to ensure the health and safety of self and others  
Requirement to practice as set down in the S.S.S.C. Codes of Conduct for Social Services workers

5% of time dealing with people who may be aggressive

### **Knowledge and Skills**

The legislation on related regulations and guidance pertaining to the delivery of safe food  
Verbal and interpersonal skills

The National Care Standards and S.S.S.C. Codes of Practice

Ability to prioritise and take decisions about personal time management

Knowledge of Setting the Table guidance

Knowledge of Department Health and Safety and associated policies and procedures

Knowledge of the Policies and Procedures pertaining to the Protection of Vulnerable Children  
Good organisational skills

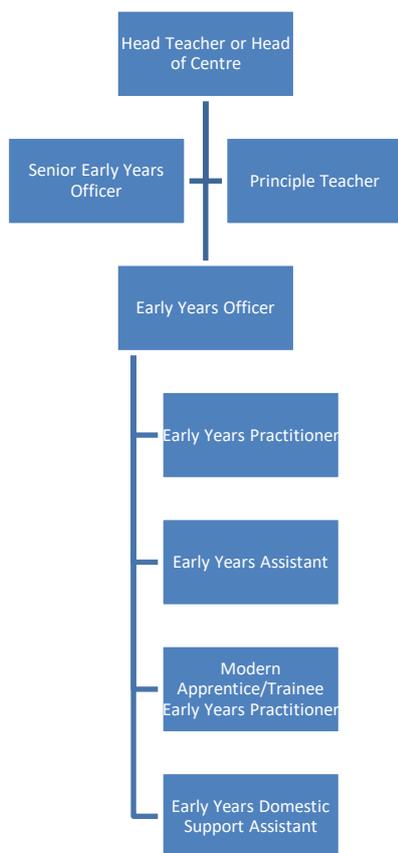
### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe

practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

### Organisation Structure



# Recruitment person specification

Post being recruited for: **Early Years Domestic Support Assistant**

## Council behaviours

These apply to all posts

|                    |   |
|--------------------|---|
| <b>Respect</b>     | We're inclusive, we promote equality, we treat people with fairness, understanding and kindness, and we consider others in all our decision and actions.                    |
| <b>Integrity</b>   | We're open and honest, we take responsibility, we build trust, and we pull together to do what's right for our residents, colleagues and city.                              |
| <b>Flexibility</b> | We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning. |

## Person specification

| Category                                   | Essential   | Desirable  |
|--|---|--|
| <b>Experience</b>                          | No prior experience required  | Basic food preparation for a group setting.  |
| <b>Knowledge, skills and understanding</b> | <p>Verbal and interpersonal skills</p> <p>Ability to prioritise and take decisions about personal time management</p> <p>Ability to work as part of a team</p> <p>Good organisational skills</p> <p>Displays a flexible attitude to duties and responsibilities</p> | <p>The legislation on related regulations and guidance pertaining to the delivery of safe food</p> <p>Knowledge of The National Care Standards and S.S.S.C. Codes of Practice</p> <p>Knowledge of Setting the Table guidance</p> <p>Knowledge of Department Health and Safety and associated policies and procedures</p> |

|                                    |  |                  |
|------------------------------------|--|------------------|
| <b>Qualifications and training</b> | Food hygiene course<br>PVG   | Food preparation |
| <b>Job specific requirements</b>   | Good physical health<br><br>Preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council. |                  |

Applicants should always check the Job Vacancy for any specific employee specification requirements for the advertised vacancy