



**Unlock Your  
Potential:  
Join us at  
Bolton College!**

Part of the University of Bolton Group



## Fixed-term Childcare

### Practitioner





Dear Applicant

Thank you for expressing an interest in the position of **Childcare Practitioner** at Bolton College. On behalf of the College, I am delighted to provide the enclosed information about the role.

You might now be asking...Why Bolton College? Well here at the College, diversity isn't just embraced – it's celebrated. Our vibrant culture thrives on the unique perspectives each individual brings, and our dedicated staff are fully invested in every learner's journey toward success. Situated conveniently alongside the University of Bolton in the town centre, we pave the way for seamless progression pathways for our students. Offering an extensive array of courses tailored for young people, adult learners, apprentices, and those pursuing higher education, we take immense pride in our inclusive educational ethos. With a warm, supportive atmosphere, we're more than just a college – we're a close-knit community committed to nurturing growth and fostering a sense of belonging.

At the heart of our College lies the exceptional talent and dedication of our staff. Our commitment to fostering an inclusive workplace not only nurtures our employees but also serves as a catalyst for their success, empowering them to excel within their roles. At the College, we firmly believe in cultivating the potential of our staff.

Following the College becoming part of the wider University of Bolton Group, a 'fee waiver' policy has been successfully embedded. This policy encourages our staff members to pursue further qualifications without financial barriers. It's an incredible opportunity for our team to advance their skills and aspirations, while also allowing us as an employer to invest in and retain our talented staff members.

If you share our values and want to be part of a great team then we would love to hear from you. You can find out lots more about Bolton College via our website [www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk)

If you have any queries or require help in completing the application form please do not hesitate to contact us. We look forward to receiving your completed application.

Yours faithfully

Sue Bury  
Human Resources Manager



## **Part Time Childcare Practitioner**

**Fixed-term Contract (maternity cover) until 3<sup>rd</sup> July 2026 or when postholder returns**

**16 hours per week (Term Time Only – 36 weeks)**

**Monday & Tuesday  
9:00 am – 5:00 pm**

**£8,314.81 per annum pro rata (actual salary)**

Bolton College is seeking to appoint an enthusiastic, flexible team player to undertake the important role of Childcare Worker at our Deane Road Campus.

### **Ideally you will have**

- A Level 3 or above in Childcare
- Experience of working with children within the early years setting.
- An excellent knowledge of the EYFS
- A passion for childcare

### **Day to day you will be responsible for**

- Working with children aged 6 weeks - 5 years
- Providing high quality childcare, ensuring children are cared for in a happy, safe and stimulating environment.

You must be dedicated to the safeguarding and wellbeing of our little ones and be enthusiastic.

An application pack can be downloaded from our website by accessing ([www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk)), by email request to: [personnel@boltoncc.ac.uk](mailto:personnel@boltoncc.ac.uk) or by telephoning 01204 482 106.

**Job Ref: 095-25**  
**Closing Date: 13<sup>th</sup> July 2025**  
**Interview Date: 23<sup>rd</sup> July 2025**



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Level 3 Childcare Practitioner</b>
<b>Faculty:</b>	<b>Student Services</b>
<b>Sector/Section:</b>	<b>Childcare</b>
<b>Grade:</b>	<b>3 Childcare Worker</b>
<b>Directly responsible to:</b>	<b>Nursery Manager</b>
<b>Directly responsible for:</b>	<b>Day to day care and education of children attending Bolton College Early Years and Pre-School Centre Provision.</b>

### **PURPOSE OF JOB:**

- Attend to the welfare, physical and emotional needs of the children aged from 0-5 years
- Preparation and organisation of educational activities relating to the ages and developmental needs of children attending the sessions and the site environment
- Provide a stimulating environment for the children in which their progress is observed, monitored and recorded and their learning developed within a safe and supervised setting
- Work in partnership with parent/carers relating to their child's welfare, development and education.
- Work with the Nursery Manager to ensure standards of care and education for the children are outstanding

**MAIN RESPONSIBILITIES AND DUTIES:**

1. Planning, preparing, implementing and assessing the impact of appropriate activities for key children's educational progress.
2. Supervising and interacting positively with children and facilitating their learning during childcare sessions, ensuring that the key person responsibilities are adhered to at all times.
3. Attending to the wellbeing and welfare of all children within all age ranges, ensuring that children can approach and access support from the childcare practitioner at all times.
4. Being vigilant, attentive to and responsible for the maintenance of a safe environment in both indoor and outdoor areas and on trips external to the setting for children and staff.
5. Adhering to all Health and Safety policies, procedures and risk assessments in accordance to nursery policies and procedures.
6. Producing termly reports for parents in accordance with the EYFS/ Characteristics of Effective Learning.
7. Providing social and emotional support to children and their parents.
8. Maintaining a hygienic environment throughout the nursery setting in accordance with the nursery infection control procedures in all areas.
9. Organising and preparing healthy snacks and drinks for the children as appropriate throughout the day.
10. Assisting with the monitoring, control and maintenance of materials, resources and equipment.
11. Maintaining nursery records as required (e.g. registers; key children's profiles, assessments and personal details; emergency contact numbers; recording accidents/incidents; existing injuries; medication needs, safeguarding reports).
12. Participating in staff development events as and when required to maintain quality standards and to enhance personal and professional development.
13. Undertake such duties as may be required by the Principal, commensurate with the grade and nature of the post.
14. The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
15. To actively contribute to the College's safeguarding children and safeguarding vulnerable adult agenda.
16. In carrying out their duties, the post holder must comply with Health and Safety regulations and policies.
17. To ensure the development of equality of opportunity throughout all aspects of service delivery and to comply with equality of opportunity within the team and in interactions with other college areas and external partnerships.

## **PHYSICAL CONDITIONS**

### **Place of work**

The post holder's place of work will be at the Deane Rd Campus. However, the post holder may be required to work either on a temporary or an indefinite basis at any premises at which it may from time to time provide services.

### **Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, with a minimum of 18 hours per week over 36 weeks. The post holder may from time to time be required to work evenings and/or weekends in which case time off in lieu will be given during the normal working week

### **Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month.

### **Appraisal**

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

### **Health & Safety**

The College is fully committed to ensuring that health and safety of its staff and students is paramount. All staff must comply with the College's health and safety procedures.

In the interests of Health and Safety, smoking is not permitted at Bolton College.

**JOB DESCRIPTION PREPARED BY: Nursery Manager**

**DATE: 13 December 2022**



## PERSON SPECIFICATION

<b>POST</b>	<b>CHILDCARE PRACTITIONER</b>	<b>DEPT</b>	<b>CHILDCARE</b>
<b>GRADE</b>	<b>CHILDCARE WORKER</b>	<b>REF NO</b>	<b>095-25</b>

<b>EDUCATION / TRAINING</b>	<b>CRITERIA ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY APPLICATION (AP) INTERVIEW (I) ASSESSMENT CTRE (AC) PRESENTATION (P)</b>
Minimum of Level 3 NVQ in Early Years and Education or equivalent	<b>E</b>	<b>AP/I</b>
English Language and Mathematics (minimum Level 2) or willingness to work towards	<b>E</b>	<b>AP/I</b>
<b>RELEVANT EXPERIENCE</b>		
Experience of working with a range of customers including staff, students, parents, children and other professionals.	<b>E</b>	<b>AP/I</b>
Ability to plan activities relevant to the needs of the children in accordance with the Early Years Foundation Stage and Characteristics of Effective Learning.	<b>E</b>	<b>AP/I</b>
Understanding of the needs and developmental progress of young children including EAL and additional needs.	<b>E</b>	<b>AP/I</b>
Maintaining accurate and up to date records.	<b>E</b>	<b>AP/I</b>
<b>RELEVANT KNOWLEDGE/ SKILLS &amp; APTITUDES</b>		
Ability to work as an effective team member	<b>E</b>	<b>AP/I</b>
Strong communication skills including verbal and written skills.	<b>E</b>	<b>AP/I</b>
A high level of customer focus	<b>E</b>	<b>AP/I</b>

Drive, energy and enthusiasm to work flexibly in a changing and challenging environment.	<b>E</b>	<b>AP/I</b>
<b>SPECIAL REQUIREMENTS</b>		
The successful applicant will need to have an enhanced DBS check to work in the College environment.	<b>E</b>	<b>AP/I</b>
The post holder would be required to demonstrate an ability to show discretion and maintain confidentiality	<b>E</b>	<b>AP/I</b>
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	<b>E</b>	<b>AP/I</b>
Awareness of health and safety and safeguarding requirements	<b>E</b>	<b>AP/I</b>
The post holder must hold a current Award in Food Safety in Catering Level 2	<b>D</b>	<b>AP/I</b>
The post holder must hold a current Paediatric First Aid Certificate or willing to work towards	<b>E</b>	<b>AP/I</b>
Commitment to the principles of valuing diversity and equal opportunities.	<b>E</b>	<b>AP/I</b>
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	<b>E</b>	<b>AP/I</b>