



## Ysgol Y Foel Out of School Club

### Recruitment Pack: Level 3 Childcare Professional

*Wraparound Care and Out of School Club*

#### Job Advert

<b>Location</b>	Ysgol Y Foel Out of School Club, located within Ysgol Y Foel, Cilcain.
<b>Post</b>	Level 3 Childcare Professional.
<b>Setting</b>	CIW-registered wraparound care and out of school club for children aged 2 to 11 years.
<b>Contract</b>	Full-time / term-time pattern from September 2026, with exact hours to be discussed at interview. Additional hours may be available depending on demand.
<b>Salary</b>	To be agreed, dependent on qualifications and experience. This will be at least National Minimum Wage / National Living Wage as applicable.
<b>Responsible to</b>	Person in Charge
<b>Closing date</b>	5pm 17 <sup>th</sup> July 2026
<b>Interview date</b>	Agreed time and date for candidate and setting

The Ysgol Y Foel Out of School Club are seeking to appoint a caring, reliable and enthusiastic Level 3 Childcare Professional to join our wraparound care team from September 2026. The successful candidate will help provide a safe, happy and stimulating environment where children can play, learn, develop and feel secure.

This role would suit someone with a recognised Level 3 childcare qualification and experience of working with children in an early years, childcare, playwork or school-age setting. It is desirable for the candidate to have Level 3 Playwork qualification, current paediatric first aid and food hygiene certificate are highly desirable.

Appointment is subject to an enhanced Disclosure and Barring Service check, satisfactory references, proof of right to work in the UK, and any other safer recruitment checks required for regulated childcare.

To discuss the role, please contact Mrs Amanda Walker on 01352 740197. To apply, please complete the application form and show clearly how you meet the essential and desirable criteria in the person specification. Applications should be emailed to [WalkerA46@hwbcymru.net](mailto:WalkerA46@hwbcymru.net).

Shortlisted candidates may be invited to spend time in the setting before interview as part of the recruitment process.

## Job Description

**Job title:** Level 3 Childcare Professional

**Responsible to:** Manager / Person in Charge

**Job purpose:** To provide high-quality care, play and learning opportunities for children aged 2 to 11 years within a safe, welcoming and inclusive CIW-registered childcare setting.

### Main duties and responsibilities

- Provide a safe, nurturing, stimulating and inclusive environment for all children attending the setting.
- Plan, set up and deliver age-appropriate play, care and learning opportunities for children aged 2 to 11 years, including suitable activities for younger children and school-age children.
- Support children's well-being, independence, confidence, social skills and positive behaviour through warm, consistent and respectful practice.
- Observe and record children's progress, interests and needs as required, supporting planning and helping children to develop.
- Work with the Manager / Person in Charge and other staff to ensure daily routines, staffing ratios, records and risk assessments are followed.
- Help with preparation, serving and supervision of snacks, meals and drinks, taking account of allergies, dietary requirements and food safety procedures.
- Promote good hygiene, handwashing, toileting routines and infection prevention in a sensitive and age-appropriate way.
- Support children with additional learning needs, medical needs or individual care plans, following agreed procedures and seeking advice where needed.
- Communicate positively and professionally with children, families, school staff, trustees and colleagues.
- Keep accurate records, including attendance, accidents, incidents, medication, safeguarding concerns and any records required by the setting.
- Follow all setting policies and procedures, including safeguarding, behaviour management, health and safety, confidentiality, complaints, additional learning needs, equality and inclusion.
- Attend staff meetings, supervision, appraisal and training as required, and contribute to self-evaluation and quality improvement.
- Maintain resources and the childcare environment by setting up, clearing away and cleaning equipment and areas used by the setting.
- Be familiar with the Curriculum for funded non-maintained nursery settings where relevant to the children attending, and with CIW National Minimum Standards and Estyn expectations where applicable.
- Undertake any other reasonable duties appropriate to the role and level of responsibility.

### Safeguarding and safer recruitment

- Ysgol Y Foel Out of School Club is committed to safeguarding and promoting the welfare of children. The successful candidate must share this commitment.
- All staff must understand and follow Wales Safeguarding Procedures and the setting's child protection policy, reporting concerns without delay.
- The post is subject to enhanced DBS clearance, satisfactory references, identity checks, right to work checks and checks of suitability to work with children.
- The successful candidate must complete induction training, including health and safety and child protection procedures, during the first week of employment and complete the All Wales Induction Framework for Early Years and Childcare where required.

## Qualifications, training and experience required

- Recognised Level 3 childcare qualification accepted for work in regulated childcare in Wales, for example WJEC Level 3 Children's Care, Play, Learning and Development: Practice and Theory; or WJEC Level 2 Children's Care, Play, Learning and Development: Core plus City & Guilds Level 3 Children's Care, Play, Learning and Development: Practice; or an equivalent recognised by Social Care Wales for the role.
- Level 3 Playwork qualification, or an appropriate approved playwork award, is highly desirable for wraparound and school-age provision. The successful candidate must be willing to complete any playwork qualification required for the role or setting.
- Current Full Paediatric First Aid 12-hour certificate is highly desirable. If not already held, the successful candidate must be willing to complete appropriate paediatric first aid training and keep certification up to date.
- Current Level 2 Food Safety / Food Hygiene certificate is highly desirable. If not already held, the successful candidate must be willing to complete food safety training appropriate to the role.
- Safeguarding training appropriate to the role, normally Group B / Level 2 for staff working directly with children. Group C / Level 3 may be required if taking on designated safeguarding or Person in Charge responsibilities.
- Experience of working with children in a childcare, early years, playwork, school or wraparound setting.
- Good literacy, numeracy and ICT skills for records, communication and planning.

## Supervision and management of staff

This role does not normally include line management responsibility. The postholder may support students, volunteers or less experienced staff in day-to-day practice under the direction of the Manager / Person in Charge, if appropriate.

## Special working conditions

- Term-time and wraparound hours may vary according to demand and the needs of the setting.
- The role involves working with young children, including toileting, hygiene routines, outdoor play and physical activity.
- The postholder must be able to respond calmly and appropriately to accidents, illness, behaviour incidents, safeguarding concerns and emergencies.

## Person Specification

The person specification sets out the skills, knowledge and experience considered necessary to carry out the role effectively. It will be used during shortlisting and interview. Applicants should use their application form to show how they meet the criteria.

Criteria and assessment	Essential	Desirable
<p><b>Education and qualifications</b>  <b>Assessment:</b>            Application form, certificates and interview</p>	<ul style="list-style-type: none"> <li>Recognised Level 3 childcare qualification accepted by Social Care Wales for regulated childcare in Wales, or clear evidence of equivalent qualification accepted for the role.</li> <li>Willingness to complete required induction and training, including safeguarding, health and safety and any setting-specific training.</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Playwork qualification or approved playwork award.</li> <li>Current Full Paediatric First Aid 12-hour certificate.</li> <li>Current Level 2 Food Safety / Food Hygiene certificate.</li> <li>Safeguarding Group B / Level 2 or above.</li> <li>Welsh language skills.</li> </ul>
<p><b>Relevant experience</b>  <b>Assessment:</b>            Application form, interview and references</p>	<ul style="list-style-type: none"> <li>Experience of working with children in a childcare, early years, playwork, school or wraparound care setting.</li> <li>Ability to provide safe, caring and inclusive support for children aged 2 to 11 years.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a CIW-registered setting.</li> <li>Experience supporting children with additional learning needs, medical needs or individual care plans.</li> <li>Experience planning play and learning opportunities for mixed-age groups.</li> </ul>
<p><b>Job-related knowledge and skills</b>  <b>Assessment:</b>            Application form and interview</p>	<ul style="list-style-type: none"> <li>Understanding of safeguarding and child protection responsibilities in Wales.</li> <li>Understanding of health and safety, confidentiality, equality and inclusion.</li> <li>Ability to work within policies, procedures, risk assessments and CIW National Minimum Standards.</li> <li>Good communication, literacy, numeracy and ICT skills.</li> <li>Ability to observe, record and share relevant information about children's progress, well-being and needs.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Curriculum for funded non-maintained nursery settings.</li> <li>Knowledge of playwork principles and child-led play.</li> <li>Knowledge of food safety, allergies and healthy eating in childcare settings.</li> <li>Ability to use Welsh with children and families.</li> </ul>
<p><b>Personal qualities</b>  <b>Assessment:</b> Interview and references</p>	<ul style="list-style-type: none"> <li>Warm, kind and patient approach with children.</li> <li>Reliable, punctual and professional.</li> <li>Able to maintain confidentiality and appropriate boundaries.</li> <li>Calm and consistent when supporting children's behaviour.</li> <li>Able to work well as part of a small team and take direction from the Manager / Person in Charge.</li> <li>Non-judgemental and respectful towards children and families from a range of backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>Creative, enthusiastic and confident leading activities.</li> <li>Flexible and willing to support the development of a growing wraparound provision.</li> <li>Commitment to continuing professional development.</li> </ul>