

幼儿园保育员 Nanny for Early Years

II. Job Specification

Main purpose of job 职位目的: 为幼儿园孩子提供细致高效的照顾，看管和协助其他工作人员开展工作。 Providing meticulous and effective care for Early Years children, supervising and assisting the work of other staff.	
Key Tasks and responsibilities	
Key areas of accountabilities (3-8 items usually)	Main duties & responsibilities to support achieving accountabilities 主要职责和任务
1.	<ul style="list-style-type: none"> ● 随时随地为班级老师和助教提供课堂协助 <p style="text-align: center;">Assisting class teachers and teaching assistants at all times.</p>
2.	<ul style="list-style-type: none"> ● 协助儿童的日常照顾，例如便溺照顾，换衣服，发放点心食物等等。 <p style="text-align: center;">Assistance in daily child care, such as helping with urination and defecation, changing clothes, handing out snacks and food etc.</p>
3.	<ul style="list-style-type: none"> ● 协助观看儿童的情绪需求，例如安抚孩子，帮助孩子学会分享等等。 <p style="text-align: center;">Assistance in monitoring the emotional needs of children, such as comforting children and helping children learn about sharing etc.</p>
4.	<ul style="list-style-type: none"> ● 协助班内和班外的儿童监管。 <p style="text-align: center;">Assistance in monitoring children in and outside of classroom.</p>
5.	<ul style="list-style-type: none"> ● 协助儿童排队和在校园内的移动，例如维护参加学校活动的秩序。 <p style="text-align: center;">Assistance in children's queuing and moving within campus, such as maintaining good order when children participate in school events.</p>
6.	<ul style="list-style-type: none"> ● 保证幼儿园内的整洁干净。 <p style="text-align: center;">Ensuring Early Years site and facilities are clean and tidy.</p>
7.	<ul style="list-style-type: none"> ● 完成主管交给的其他任务 <p style="text-align: center;">Other tasks assigned by line manager.</p>
8.	<ul style="list-style-type: none"> ● 切实履行保障儿童安全和促进儿童福祉的责任，并与其他员工合作，确保学校拥有妥善的措施以帮助识别、评估并帮助受到伤害的儿童。 <p style="text-align: center;">To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm.</p>

Person Specification 岗位要求 (see guidance below before updating this section)

	Essential 基本要求	Desirable 优先考虑条件
Behaviours 行为	<ul style="list-style-type: none"> • 诚实, 可靠 Be honest and dependable • 守时 Punctuality • 良好的卫生习惯 Good hygiene habits 	<ul style="list-style-type: none"> • 具备灵活性, 能适应儿童和教学人员的不同需求。 Possessing the flexibility to meet the different needs of children and teaching staff.
Skills and Knowledge 技能, 知识	<ul style="list-style-type: none"> • 理解对儿童行为的正向管理理念 Knowledge of positive management of children's behaviors • 能协助促进儿童的学习和独立性的培养 The ability to promote children's learning and independence • 有能力以促进儿童安全和福祉的方式工作 Ability to work in a way that promotes the safety and wellbeing of children. • 与儿童及其家庭进行有效沟通和接触 Effective communication and engagement with children and their families 	<ul style="list-style-type: none"> • 具备主动学习能力 Self-motivated learner • 对积极学科方法的了解和理解 Knowledge and understanding of positive disciplinary methods • 对儿童发展及其对行为的影响的知识和理解 Knowledge and understanding of child development and its impact on behavior
Experience 经验	<ul style="list-style-type: none"> • 有照顾五岁以下儿童的实际经验 Practical experience of caring for children under five years old 	<ul style="list-style-type: none"> • 两年以上看护多名儿童经验 Over two years of childcare experience
Qualifications 资质	<ul style="list-style-type: none"> • 健康证明 Health certificate • 有保育员证者优先 	