



Brighter Futures

## Crèche Leader

### Purpose of the Post:

To lead and work alongside the crèche team as a team leader caring for groups of children whose parents/carers attend Brighter Futures.

### **MAIN DUTIES**

- To provide high quality childcare for children attending the crèche
- To provide a safe, stimulating and secure environment for the children in his/her care
- To pay particular attention to meeting the needs of each individual child

### Accountable To:

Manager

Supervisory Responsibilities

Lead for crèche team

Duties and Responsibilities - Specific

### **The Crèche Leader will be required to be responsible for:-**

- Working with the crèche team modelling and promoting best practice whilst ensuring the highest standards of care for groups of children whose parents/carers attend Brighter Futures.
- Providing the highest quality of care, wellbeing and education for the children in his/her care.
- Ensuring that the environment for the children is safe and secure.
- Maintaining the highest level of safety during the session especially on arrival and departure of the children.
- Planning and developing a suitable variety of activities for children in the crèche according to their ages and abilities in conjunction with the crèche team as well as the planning, organising and supervising of appropriate play and creative activities.
- Developing the communication skills, motor skills, problem solving, social skills and storytelling of the children in his/her care.
- The security procedures of the venue (e.g. evacuation procedures).
- Ensuring that first aid, health and safety procedures are followed within the crèche area and be a trained First Aider.

- Offering a wide range of age and stage related toys and activities to stimulate and support the children's social, physical, intellectual, emotional, cultural and language development.
- Maintaining and cleaning of all equipment and maintaining excellent hygiene standards.
- Undertaking and assisting with basic hygiene, nappy changing and toilet training.
- Maintaining complete confidentiality of any information regarding children, families, volunteers or staff.
- Liaise with parents/carers in a supportive, non-judgmental manner.
- Ensuring a customer focused service is delivered, enhancing continually the reputation of the organisation.
- Carrying out any other reasonable duties within the overall function commensurate with the grading and level of the responsibilities of the post.

### Methods of Working

- Adopt a participative and collaborative style of team working.
- Undertake any necessary training associated with the duties of the post.
- Comply with all Health and Safety Policies and Legislation in the performance of their duties and responsibilities.
- To keep all records up to date and accurate in line with the charity's requirements.
- Ensure that all information and data is kept safe and secure in line with current data protection guidelines.
- Identify training needs in liaison with the line manager.
- Undertake all these duties ensuring the right to confidentiality of the staff, volunteers, parents, carers and children involved in the crèche.
- Promote Equal Opportunities and non-discriminatory practice within the crèche.
- Commitment to, and support of, Brighter Futures' aims and strategic objectives

### PERSON SPECIFICATION:

#### Essential Criteria

- Level 3 Qualification or equivalent in Childcare/Early Years.
- Current Paediatric First Aid certificate.
- Experience of working with/caring for young children.
- Knowledge of child development and appropriate play activities for young children.
- Understanding of, and commitment to supporting parents in meeting the needs of their children.
- Competent in using the computer and Office computer packages.
- Ability to communicate both orally and in writing.
- Ability and willingness to work as part of a team.
- Willingness to commit to training.
- Satisfactory enhanced disclosure from the DBS.
- Flexibility to working hours/duties.
- Knowledge of Health and Safety.
- A customer focused approach to service delivery.
- Understanding of, and commitment to, equal opportunities/diversity and non-

- discriminatory practice.
- Attend team and staff meetings, INSET and other training opportunities to enhance professional development.

#### Desirable Criteria

- Experience of working in a crèche/childcare setting.
- Experience of working with vulnerable families.

Brighter Futures is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment

Please note: This post requires an Enhanced Disclosure and Barring Service (DBS) check