**Creche Worker**

**Purpose of the Post**

To work as part of a team, caring for groups of children whose parents/carers attend Brighter Futures.

**MAIN DUTIES**

* To provide quality childcare for children attending the creche.
* 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:**

Creche Lead

**Supervisory Responsibilities**

None

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| **Duties and Responsibilities – Specific** |
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The Crèche Worker will be required to be responsible for:-

* The care and wellbeing of the children attending the crèche ensuring that the environment for the children is safe and secure. Maintain a high level of safety during the session especially on arrival and departure of the children.

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| * In conjunction with other crèche workers, plan a suitable variety of activities for children in the crèche according to their ages and abilities.
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| * Assisting with the development of communication skills, motor skills, problem solving, social skills and storytelling.
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* Be familiar with the security procedures of the venue (e.g. evacuation procedures).
* Be aware of how to access first aid and health and safety procedures.
* Providing high quality of care and education for the children in his/her care. Offering a wide range of stage related toys and activities to stimulate and support the children's social, physical, intellectual, emotional, cultural and language development.
* Maintain and clean all equipment and maintain good hygiene standards.
* Assisting with basic hygiene, nappy changing and toilet training.
* Keeping completely confidential any information regarding children, families or other staff which is learned as part of the job.
* Liaise with parents/carers in a supportive, non-judgmental manner.
* Ensure a customer focused service is delivered, enhancing continually the reputation of the organisation.

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| * Carry out any other reasonable duties within the overall function commensurate with the grading and level of the responsibilities of the post.
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| **Methods of Working*** Adopt a participative and collaborative style of team working.
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| * Undertake any necessary training associated with the duties of the post.
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| * 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.
* Identify training needs in liaison with the line manager.
* Undertake all these duties ensuring the right to confidentiality of the staff, carers and children involved in the crèche.
* Promote Equal Opportunities and non-discriminatory practice within the crèche.
* Commitment to Brighter Futures’ aims and strategic objectives.
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| **PERSON SPECIFICATION****Essential Criteria** * 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.
* Ability to work independently and without supervision if required.
* 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.

**Desirable Criteria*** Level 2 qualification or equivalent in Childcare/Early Years.
* Experience of working in a crèche/childcare setting.
* Current Paediatric First Aid certificate.
* Experience of working with vulnerable families.
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| 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. |
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