**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. |
| * Assisting with the development of communication skills, motor skills, problem solving, social skills and storytelling. |

* 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. |
| * 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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