



## Brighter Futures

### JOB DESCRIPTION

**JOB TITLE:** Creche Worker

**ACCOUNTABLE TO:** Creche Lead

**HOURS:** Term time, 25 hours per week during school hours

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#### **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.

#### **Supervisory Responsibilities**

None

#### **Duties and Responsibilities – Specific**

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.
- ◆ 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.
- ◆ Carry 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.
- ◆ 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.

### **PERSON SPECIFICATION**

#### **Essential Criteria**

- ◆ Level 2 qualification or equivalent in Childcare/Early Years.
- ◆ 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 3 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.

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.