**Job Description Crèche Worker**

**Responsible to:**  CrècheCare Manager

**Rate:** Contingent on qualification level

**Working hours:** Variable. Working hours to be booked with each Crèche Worker for each crèche.

**Normal place of work:** Peripatetic within Kent.

**Key Duties:**

* To complete compulsory training by the set deadline and attend in-house training when required
* To be reliable and punctual for the times you are booked
* To arrive at the appropriate destination
* To be in uniform, and wearing an identity badge, and behave in a manner expected of a representative of the Company
* To ensure crèche resources pack is taken and used within all work placements
* To be welcoming to parent/carers and their children and explain how the crèche will operate and do appropriate handovers to parents at the end of the session
* To agree with parent/carers their children’s specific needs
* To provide a safe, stimulating, caring environment for all children in the crèche
* To keep to appropriate ratios, including reporting to a senior colleague any problems
* Ensure the provision of age appropriate equipment is in a clean and undamaged condition
* To observe/monitor/record children’s progress and development in Learning Journals, where appropriate
* To ensure that the crèche operates in accordance with C&F policies
* Ensure the venue meets health and safety requirements and that a risk assessment is undertaken and kept on site
* To embrace equal opportunities in all your work
* To respect the confidentiality of any information received
* To ensure all accident/health and safety procedures are followed
* To maintain good communication with CrècheCare Manager regarding all aspects of CrècheCare
* To take responsibility for the care and storage of equipment
* To leave the crèche premises in a clean, tidy and acceptable state
* To complete timesheet and ensure it is signed at every placement and send to CrècheCare Manager at the agreed time and date
* To do other tasks as deemed necessary and appropriate by the crèche organiser

**Person Specification**

Job Title: **Creche Worker**  Department: **Childcare Services**

E = ESSENTIAL, D = DESIRABLE for applicants to meet relevant standard

**SELECTION CRITERIA**

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| **CRITERIA** | **STANDARD** | **E/D** | **MEASURED BY** |
| **Experience** | Experience of working with children | E | Application form |
|  | Understanding of confidentiality | D | Application form/Interview |
|  | Experience working as part of a team | D | Application form/Interview |
|  | Understanding of Equality and Diversity | E | Interview |
|  | Observation and Recording | D | Interview |
| **Knowledge** | Knowledge of safeguarding children and vulnerable adults | D | Application form/Interview |
|  | Knowledge of EYFS | E | Application form/Interview |
|  | Knowledge of child development | D | Application form/Interview |
|  | To provide a safe, stimulating caring environment | D | Interview |
|  | Knowledge of health and Safety procedures e.g. safe lifting, hand washing | D | Interview |
| **Skills** | Level 2 in English | E | Application form |
|  | Level 2 in Maths | E | Application form |
|  | Good communication skills | E | Application form/Interview |
| **Disposition** | Willingness to attend appropriate training | E | Interview |