



Children and Families

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
- 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

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
	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