



## Job Description

### Creche Worker

<b>Responsible to:</b>	CrecheCare Manager
<b>Rate:</b>	Contingent on qualification level
<b>Working hours:</b>	Variable. Working hours to be booked with each Crèche Worker for each crèche.
<b>Normal place of work:</b>	Peripatetic within Kent.

#### Key Duties:

- To be reliable as to times you are booked
- To arrive at the appropriate destination
- To be in uniform, and wearing identity badges, and behave in a manner expected of a representative of the Company
- To respect the confidentiality of any information received
- To keep to appropriate ratios, including reporting to a senior colleague any problems
- Training:
  - to access training offered to the best of your ability
  - to attend annual, in-house, safeguarding training
- To embrace equal opportunities in all your work
- Ensure the venue meets health and safety requirements and that a risk assessment is undertaken and kept on site
- To ensure all accident/health and safety procedures are followed
- To ensure children are collected by the parent/carer signing them in or if someone else, only those with a previously agreed password
- To provide a safe, stimulating, caring environment for all children in the crèche
- Ensure the provision of age appropriate equipment in clean, undamaged condition
- 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 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
- To take responsibility for the care and storage of equipment
- To leave the crèche premises in a clean, tidy and acceptable state
- To do such other tasks as are 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

CRITERIA	STANDARD	E/D	MEASURED BY
<b>Experience</b>	Experience of working with children	D	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
<b>Knowledge</b>	Knowledge of safeguarding children and vulnerable adults	D	Application form/Interview
	Knowledge of EYFS	D	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
<b>Skills</b>	Level 2 in English	E	Application form
	Level 2 in Maths	E	Application form
	Good communication skills	E	Application form/Interview
	Ability to draft campaign literature	D	Application form/Test
<b>Disposition</b>	Willingness to attend appropriate training	E	Interview