

Job Description

Rate of pay:	Level 3 £8.85 per hour, Level 2 £8.31 per hour (+12.07% in lieu of holiday leave)
Hours of work:	As and when required (each session minimum of 2 ¼ hours)
Responsible to:	Education & Training Co-ordinator

Main aims of the post:

To ensure babies and young children are appropriately cared for during Adult Learning Sessions. Crèche provision will be provided in a variety of locations, e.g. the Cardigan Centre, local Community Centres, Children's Centres & Schools depending on where the training sessions are taking place.

Main responsibilities:

1. Provide physical care of babies and children under the age of five
2. Create a safe & stimulating play environment for children under the age of five
Set out equipment, ensure tidiness & clear up at the end of the session.
3. Complete the session Planning Sheet and provide varied and creative activities appropriate to each child.
4. Complete room Health & Safety check list each session
5. Liaise with other staff: day to day within the crèche
6. Support parents/carers in completing the Crèche Registration form and liaise with parents/carers about their child's needs.
7. Complete A child record sheet and give to parents at the end of the course.
8. Work as a team in general decision making
9. Implement the Cardigan Centre's Child Protection and Health and Safety policies.
Abide by other relevant policies: i.e. equal opportunities, confidentiality.
10. Undertake relevant learning and development
11. Attend staff meetings & supervision sessions
12. Undertake such other tasks as may from time to time be necessary and appropriate for the role of Sessional Crèche Worker
13. Make yourself familiar with the Venue emergency procedures i.e. fire, where the first aid box & Accident book are located.

145-149 Cardigan Road, Leeds, West Yorkshire LS6 1LJ

Telephone: 0113 275 9282

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Level 2 crèche worker – as above and

1. Support lead worker in ensuring that the Child Record sheets are complete and given out to parents at the end of the course.

Lead crèche worker (must be level 3)

1. Liaise with other staff: day to day within the crèche, other team members who organise the crèche, with staff of the building and line manager.
2. Maintain accurate registers and other paperwork. It is your responsibility to ensure that all paper work is up to date. Also if & when necessary:-
 - a. Registers –
Inhouse Crèche- Please bring it back to the Cardigan Centre and leave it for Sadia's attention in the envelope provided marked Private & Confidential.

Outsource Crèche- Leave it in the back of the creche folder.
 - b. Safeguarding Cause for concern form to be completed when necessary and given to Cardigan Centre line manager and Venue staff IMMEDIATELY.
 - c. Incident forms are to be shown to venue staff and any of their necessary paper work completed.
3. Confer with colleagues in any decision that needs to be made around Child Protection & Incidents and then pass the information onto relevant / designated Child Protection staff. (as above).

Person Specifications of Crèche Worker

EXPERIENCE

- Working with U5's
- Ability to provide appropriate care
- Ability to provide appropriate activities

COMMUNICATION

- Communicates effectively
- Clear & concise
- Listens
- Understands confidentiality

TEAMWORK & INTERDEPENDENCE

- Develops productive relationships
- Recognises other's contributions
- Shares ideas
- Makes positive contribution

PLANNING & ORGANISING

- Plans varied and creative activities appropriate to age groups
- Able to prioritise and re-prioritise
- Anticipates issues & able to plan ahead
- Works within H&S guidelines

INITIATIVE/ DECISION MAKING

- Displays positive outlook and suggests solutions
- Eager to learn & put training into action
- Keeps up to date & well informed
- Makes decisions firmly and fairly based on sound judgements
- Continually strives to improve and support change

QUALIFICATIONS

- Level 2 or 3 Qualification in Early Years or play work
- NVQ Level 2 or above
- First Aid – desirable
- Safeguarding - desirable

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