**ABBEY Sure Start**

**Temporary Crèche Worker CW/M02**

**Post:** Crèche Worker

**Hours:**  20hrs per week

**Hourly Rate:** £18,037.50 Pro rata

**Responsible to:** Project Manager

**Reporting to:** Crèche Manager

**Job Description**

The appointed person will work with the Crèche Manager to implement a service that meets the needs of families in the ABBEY Sure Start area.

ABBEY Sure Start aims to provide a safe and stimulating environment for young children. Crèche facilities are offered at a number of different venues to enable parents to access programmes and to encourage parent/child interaction.

**KEY TASKS**

* To contribute to creating a safe and stimulating environment that provides a wide range of age appropriate activities to enable children to reach their full potential.
* To encourage parents to engage positively during play sessions
* To prepare activities and ensure play area is clean and set up prior to session and tidied and cleaned at end.
* To keep up to date with legislation and good practice in relation to Child Protection and to adhere to ABBEY Sure Starts Child Protection Policy and Procedures.
* To respect confidentiality at all times and uphold the ethos and core values of ABBEY Sure Start.
* To show in all areas of work, a commitment to implementing ABBEY Sure Starts Equal Opportunity Policy.
* To participate in training opportunities and meetings as directed by line manager.
* To participate positively to the supervision and appraisal process.
* To respond flexibly to the needs of the service and carry out any other duties commensurate with the post as directed by the Line Manager.
* To ensure that Health and Safety Policies are implemented and adhered to at all times.
* To participate in team planning meetings.
* To ensure that the developmental needs of children are met.
* To fulfil the role of key worker when required including recording observations.

**Crèche Worker Person Specification**

**ESSENTIAL CRITERIA**

**Qualifications and experience**

* QCF 2 in CCLD or equivalent
* 6 months experience in an Early Years setting, preferably with children aged 0-4
* A valid driver’s licence and have access to a car

**Knowledge**

* + Knowledge and understanding of how children learn and develop
	+ To be aware and responsive to the importance of play within children’s lives
	+ To have an awareness and understanding of issues that parents may experience
	+ To have an understanding and commitment to the implementation of an equal opportunities policy
	+ To be aware of the need for confidentiality in all aspects of the post
	+ Experience of working independently and as part of a team in an Early Years setting
	+ To be able to work independently and as part of a team
	+ Awareness of health and safety requirements
	+ To be aware of and understand Child Protection guidelines
	+ To be aware of and have an understanding of the ethos of ABBEY Sure Start.

**Abilities and Personal attributes**

* + The ability to respond positively and appropriately to the needs of children you are supporting
	+ The ability to contribute to the provision of a creative and stimulating play environment using a variety of resources
	+ To promote an inclusive and welcoming environment.
	+ The ability to relate to parents and be respectful and responsive to their needs.
	+ To build and maintain positive relationships with other staff and service users
	+ The ability to contribute effectively to planning and the organisation of activities
	+ To have good communication skills

**Desirable**

* First Aid and basic food hygiene certificates
	+ Experience of working with children aged 0 – 4 years
	+ Child protection training.

Please note that the ABBEY Sure Start operates a “No Smoking Policy” and all employees must comply with this.

ABBEY Sure Start is an Equal Opportunities employer. It is expected that all employees adhere to ABBEY Sure Start Equal Opportunities policy throughout the duration of your employment.

***The duties and responsibilities outlined in this job description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service***