** ABBEY Sure Start**

**Temporary Senior Crèche Worker M/04**

**Post: Senior Crèche Worker**

**Hours: 20hrs per week**

**Salary: £18,549.97 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 A.B.B.E.Y Sure Start area.

A.B.B.E.Y 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 lead and support a small team of staff to:**

1. Ensure that planning and preparation for play programmes is carried out and that children have the opportunity to experience creative, imaginative, manipulative, social and physical play and that they are given the opportunity to play using natural materials
2. Plan stay and play sessions to ensure that parents engage positively

* Encourage parents to engage positively during play sessions
* Ensure that the play area is clean and set up prior to session and tidied and cleaned at end
* Keep up to date with legislation and good practice in relation to Child Protection and to adhere to A.B.B.E.Y Sure Starts Child Protection Policy and Procedures
* Respect confidentiality at all times and uphold the ethos and core values of A.B.B.E.Y Sure Start
* Show in all areas of work, a commitment to implementing A.B.B.E.Y Sure Starts Equal Opportunity Policy
* Respond positively to new developments in the field of children, families and play
* Ensure that the developmental needs of children are met
* Participate in training opportunities and meetings as directed by line manager
* Contribute positively to the supervision and appraisal process
* Respond flexibly to the needs of the service and carry out any other duties commensurate with the post as directed by the Line Manager
* Ensure that Health and Safety Policies are implemented and adhered to at all time

**To be responsible for**

* The maintenance of accurate records relating to attendance
* Leading team meetings
* Planning and evaluating children’s progress

# Senior Crèche Worker Person Specification

**ESSENTIAL CRITERIA**

**Qualifications and experience**

* + QCF 3 in Childcare or equivalent relevant qualification
  + 12 months experience in an early years setting
  + A minimum of 6 months’ supervisory experience in an early years setting
  + A valid driver’s licence and access to a car.

**Knowledge**

* + Knowledge and understanding of how children learn and develop
  + To understand the importance of play within children’s lives
  + To have an awareness and understanding of issues that parents may experience and be able to support them appropriately.
  + To have an understanding and ability to implement an equal opportunities policy
  + To maintain confidentiality in all aspects of the post.
  + Experience of working independently and as part of a team
  + Awareness of health and safety requirements and ensure their implementation
  + Knowledge and understanding of Child Protection
  + To be aware of and understand Child Protection guidelines

**Abilities and Personal attributes**

* + The ability to respond positively and appropriately to the needs of children you are supporting
  + The ability to provide 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 maintain accurate records including observations, attendance records and hygiene control
  + The ability to respond flexibly to the needs of the service
  + To have a child centred approach
  + To be flexible and approachable
  + To be positive and enthusiastic attitude
  + To have good communication skills
  + To support and encourage parents
  + To provide positive feedback to parents in relation to their child’s development and progress
  + The ability to effectively plan and organise activities
  + The ability to lead a team

**Desirable**

* QCF Level 5
* First Aid and basic food hygiene certificates
* To be awareof and have an understanding of the ethos of ABBEY Sure Start project and how it may impact on your work
* Experience of working in community development initiatives
* Experience of working with children aged 0 – 4 years

Please note that A.B.B.E.Y Sure Start operates a “No Smoking Policy” and all employees must comply with this.

A.B.B.E.Y Sure Start is an Equal Opportunities employer. It is expected that all employees adhere to A.B.B.E.Y 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***