

## Human Resources

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Dear Sir/Madam

### **CASUAL CRECHE ASSISTANT**

Thank you for your interest in the above vacancy. We are pleased to enclose:

- i) Job Description and Person Specification for the post
- ii) Brief outline of terms and conditions of service

If you wish to apply for this position please complete an application form online by visiting [www.chelmsford.gov.uk/jobs](http://www.chelmsford.gov.uk/jobs) by **Midnight on Wednesday 16 January 2019**.

Guidance notes to help you complete the forms are on the website at [www.chelmsford.gov.uk/how-apply](http://www.chelmsford.gov.uk/how-apply). If you have any queries or require assistance with completing the form please contact a member of the HR Support Team at the Civic Centre on 01245 606440. **Please do not submit a CV instead of completing the forms.**

By submitting an application form online you will receive notification via email of the stages of your application. We are pleased to provide feedback to any candidates about their application. Please contact the HR Support Team on the above telephone number if you would find this helpful.

Information about Chelmsford and the City Council is available on our website - [www.chelmsford.gov.uk](http://www.chelmsford.gov.uk). Chelmsford City Council will aim to notify short-listed candidates within two weeks of the closing date.

The Council welcomes applications from people with disabilities and will make reasonable adjustments to the workplace. Any special needs will be discussed after the selection procedure is completed. However if you would find it helpful to discuss such matters in confidence, before making an application please contact the HR Support Team on the above number.

Once again thank you for the interest you have shown in working for the Council. We look forward to receiving your completed application.

Yours sincerely,



HR Support Team

# **APPOINTMENT OF CASUAL CRECHE ASSISTANT**

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**CHELMSFORD CITY COUNCIL****JOB DESCRIPTION**

<b>Job Title</b>	Casual Crèche Assistant
<b>Directorate</b>	Community Services
<b>Grade</b>	3
<b>Responsible to</b>	Duty Manager (Crèche/Cleaners)

**I. Main Purpose of the Job**

- 1.1 To assist with the day to day running of the Crèche facility, adhering to Ofsted regulation guidelines.

**2. Duties and Responsibilities**

- 2.1 To carry out the daily operations of the crèche facility with regards to all statutory child care legislation.
- 2.2 To provide a high quality of care for children aged 6 weeks to 5 years of age.
- 2.3 Working closely in accordance with Ofsted recommendations and conclusions and updating inspection information.
- 2.4 Assisting with basic hygiene and toileting needs of children as required.
- 2.5 To set up and put away play equipment on a daily basis, ensuring the environment, including equipment, is clean, safe and secure. Ensuring health and safety requirements are met at all times.
- 2.6 Dealing with admissions and keeping children's individual records up to date. Maintaining confidentiality at all times.
- 2.7 Liaise with parents, developing a confidential and professional relationship, informing them of the crèche procedures and exchanging information about the needs and development of their children.
- 2.8 Offer a varied, interesting and stimulating programme of activities appropriate to the needs of the children.
- 2.9 Maintain a high level of safety and standard of play equipment within the crèche facility.
- 2.10 To administer first aid where necessary and where appropriately qualified.

- 2.11 Maintain an accurate record of any accidents and incidents in accordance with Chelmsford City Council procedures.
- 2.12 To uphold the Chelmsford City Council Safeguarding Policy.
- 2.13 To contribute to and implement all crèche policies and procedures.
- 2.14 Liaise with the Crèche Supervisor and Duty Manager (Crèche/Cleaners) as necessary, highlighting any matters of concern.
- 2.15 To ensure a customer focused service is delivered, enhancing the reputation of the centre and the Council.
- 2.16 Follow the Riverside Health and Safety Manual System, understand and fulfil your roles and responsibilities.
- 2.17 Deal with emergency procedures as per the Emergency Action Plan.
- 2.18 To attend meetings, appraisal, training and development courses as required.
- 2.19 Any other duties as requested by the Duty Manager (Crèche/Cleaners) or Assistant Manager.

### **3. Work Location**

You will normally be based at the **Riverside Ice & Leisure Centre**, but you may be required to work from any other location within the Borough should circumstances make it necessary.

### **4. General Conditions**

- A. This Job Description is subject to your Conditions of Employment which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.
- B. It may be necessary from time to time, for you to work hours in excess of, or differing from, the hours agreed under the Flexitime Scheme.
- C. It will be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.
- D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the Borough, relating to Parish Councils, the Borough Council, the County Council, Parliament and the European Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.
- E. You will carry out your responsibilities with due regard to the Council's Equal Opportunities policy.

- F. You will be made aware and undertake training as required in line with your responsibilities set out in the Council's Safeguarding Children and Vulnerable Adults policy.

**PERSON SPECIFICATION**
**CASUAL CRECHE ASSISTANT**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education/Qualifications</b>		
A good general standard of secondary school education leading to a reasonable level of literacy and numeracy	E	-
CACHE/BTEC/NVQ in Childcare (Level 3)	E	-
<b>Knowledge</b>		
Knowledge of customer care principles	E	-
Knowledge of childcare principles	E	-
Good awareness of health and safety and hygiene in a childcare environment	E	-
<b>Experience</b>		
Experience of working with children / babies in an Ofsted registered setting	E	-
Experience of Ofsted inspections	-	D
<b>Personal Qualities and Attributes</b>		
Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:		
Good communication skills	E	-
A patient / calm disposition	E	-
Commitment to quality, customer care and attention to detail	E	-
An ability to work as part of a team	E	-

### THE CHELMSFORD BEHAVIOURS

Within Chelmsford City Council we have certain values that are at the core of how we behave and they are key to delivering the vision of Chelmsford Tomorrow.

These behaviours are crucial to how we develop and measure our people - they are the qualities that we expect from all staff whether frontline, support, managers or leaders. They underpin our performance appraisal reviews and also form part of our induction and probation processes.

We call them the Chelmsford Behaviours and they include:

- Communication
- Performance
- Attitude
- Adaptability
- Fairness

**Communication:** This is how clear we are in our communications. It is not necessarily about being a 'great speaker' but how we actively listen and communicate in a way which is helpful and effective.

**Performance:** This is about getting things done and achieving goals. It is about how we meet both our own targets and those of the Council, and about the effect our individual actions have on the organisation as a whole.

**Attitude:** This is about our individual contribution to the organisation, how much effort we put in and whether we make a difference and contribute to creating a positive and supportive environment.

**Adaptability:** This is how flexible we are. It is about how we accept, encourage and adapt to change. It is also about how forward thinking we are and whether we take the initiative, try new things and different ways of working.

**Fairness:** This is how we treat others. How we respect differences and other people's views and experiences. It is about ethical standards, how we make decisions, balance our views and how we are prepared to stand up for what is right.

**OUTLINE OF CONDITIONS OF SERVICE**

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

**GRADE – 3**

Scale Point **9** (currently **£8.82** per hour)

**HOURS** – The successful applicant will be required to work on a casual basis during the Crèche opening hours of Monday – Thursday, 9am – 2pm and Friday 9am – 1pm.

**PENSION** - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

**NOTICE** - The period of notice is 1 month.

**PROBATIONARY PERIOD** - The appointment is subject to a six months probationary period.

**CRIMINAL RECORDS** – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children to apply for a regulated position.

**SAFEGUARDING** – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

**EQUAL OPPORTUNITIES** – Chelmsford City Council is an Equal Opportunities Employer.

**OTHER BENEFITS**

**Employee Assistance Programme:** Available for all employees, this is a free confidential service provided by the Council offering expert advice, invaluable information, specialist counselling and support.