

JOB DESCRIPTION

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| JOB TITLE | Creche Assistant |
| GRADE | Band C |
| REPORTING TO | Creche Supervisor/Team Leader |
| JD REF | PC0008G |

PURPOSE

To provide as a member of the crèche team, a high quality integrated play and learning opportunities in a safe and secure environment to children 0-5 years.

Work as a team with colleagues to ensure Ofsted Standards are implemented and complied with.

MAIN DUTIES AND RESPONSIBILITIES

- Work under instruction of the Creche Supervisor.
- Meet and greet parents ensuring details are obtained of their child's needs for the day.
- Check registration forms are up to date.
- Be aware of OFSTED standards within the relevant childcare settings.
- Be sensitive to individual children's needs, including caring for their intimate needs and support them appropriately.
- Participate in regular fire drills.
- Fill in accident/incident forms when required.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- NVQ level 2 in early education and childcare or equivalent
- Evidence of recent relevant professional development

Knowledge & Skills:

- Good understanding of OFSTED standards
- Good understanding of child protection policy and procedure



- Knowledge of Early Years Foundation Stage
- Basic IT skills

Experience:

- Demonstrate experience of working with children aged 0-5 in more than one type of setting
- Working with children aged 0-3 years
- Working in partnership with parents

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- First Aid for babies and children
- Food Hygiene certificate
- Willingness to undertake further professional development

Knowledge & Skills:

- Knowledge of 'Every Child Matters' framework
- Knowledge of "Continuous Provision" model of practice
- Understanding of the 'Child Concern' model of practice

Experience:

- Developing an individual Development Plan for children with additional needs

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL:

02 November, 2016

APPROVED BY:

Head of Service