

## JOB OUTLINE

<b>Post title</b>	Crèche Worker
<b>Division / Section</b>	Schools and Community Services
<b>Department</b>	Children and Families
<b>Responsible To</b>	Senior CLD Worker/CLD Worker/Head of Establishment/Depute Head of Establishment or as appropriate
<b>Number of post holders</b>	Variable
<b>Acting up/ Secondment</b>	N/A

### **Purpose of Job**

The post holder will work as an integral part of the crèche team to deliver good quality childcare in a safe, secure and stimulating environment which reflects the needs of the children attending.

### **Major Tasks**

Support children's care and learning through the creative use of resources and imaginative play, ensuring that the needs, interests and abilities of all children are provided for.

Ensure that children are safe and secure and that their personal care needs are supported whilst encouraging independence and maintaining dignity.

Provide for and support the emotional well being of children in their care.

Ensure the crèche environment meets health and safety requirements paying particular attention to all areas and equipment accessed by children: eg washing toys, preparing snacks, safe play areas etc.

### **Job Activities**

#### **Supervision and Care of Children**

Help provide a happy and relaxed environment where the children can play and enjoy the company of other children and staff.

Create a welcoming atmosphere where a caring ethos is evident.

Be alert to signs of ill-health in the children and be ready to take appropriate and responsible action.

Ensure that all activities and materials used in the crèche are socially inclusive and anti-discriminatory, taking account of children's ethnicity, culture and language

Ensure that crèche policies and procedures are adhered to liaising with and reporting back to the Head of Establishment on any matters of concern.

Undertake duties ensuring the right to confidentiality of all children, families and staff involved in the crèche.

Be alert to issues around child protection and respond promptly and responsibly, following the Child Protection Guidelines.

Undertake the administration required to ensure the smooth running of the crèche e.g. registers of attendance are kept up to date and appropriate forms are completed by parents/carers.

### **Personal Care**

Ensure that children are comfortable and that their toileting needs are supported appropriately for the stage and abilities of the child.

Assist children with hygiene and personal care tasks ensuring independence and dignity is respected.

Contribute to the planning and provision of refreshments for the children, taking account of any special needs/allergies etc.

### **Liaison with Parents and Carers**

Welcome parents/carers and their children to each session in order to build a purposeful, meaningful relationship.

Liaise with parents /carers in a non judgemental way and ensure they experience an environment of mutual respect, trust and open communication.

Ensure that all new parents/carers feel comfortable and welcome and that any relevant crèche forms/paperwork have been completed, stored and actioned appropriately.

Give regular positive, constructive feed back to parents and carers including information on their child's progress, activities the child has taken part in, snack and any incidents/accidents that may have taken place during their time in the crèche.

### **Policies, Procedures and Frameworks**

Co-operate with the City of Edinburgh Council in complying with any relevant legislation, policies and procedures in the performance of their duties pertaining to the post.

## **Health and Safety**

Ensure the play environment meets health and safety requirements paying particular attention to all indoor/outdoor areas and equipment accessed by children e.g. washing toys, preparing snacks, safe play areas etc.

Understand and comply with Health and Safety Policies and Procedures such as fire drills and fire procedures.

In the event of an accident or incident, complete the relevant paper work and ensure that it is reported back immediately to the management team and/or any other parties as appropriate.

## **Participation in Training/Meetings**

Undertake training pertinent to the post and deemed necessary by the Children and Families Department.

With the support of their line manager, identify personal training needs.

## **Other Duties**

Set up the room and clear away at the end of the crèche session.

Ensure the supplies of snack, cleaning materials etc are available for each session.

Undertake any other relevant duties as required and identified by the Management Team.

## **Supervision and Management of People (Numbers and type of staff)**

No direct staff responsibility

## **Creativity and Innovation**

Work co-operatively in a team with other crèche workers.

Use creativity and imagination to organise and implement stimulating activities and maintain a safe environment for children in the crèche.

Have responsibility for administrative and safety procedures, e.g. maintaining appropriate registers and ensuring that all accidents/incidents are recorded within the crèche.

Communicate with parents/carers in a positive and constructive manner.

## **Contacts and Relationships**

Children, who are the focus of the post, ensuring they are cared for, stimulated and enjoy their time in the creche

Other crèche workers

Clerical and other venue staff

Parents/Carers

Senior Community learning and Development worker / Community learning and Development Worker

Other Community learning and Development staff

### **Decisions (Discretion)**

Crèche workers decide on the day to day running of the crèche within agreed procedures.

- Adapting activities to meet the needs of children depending on age and stage of development and sensitive to the needs of the individual child
- Selecting toys and resources to reflect a range of needs and interests.
- Referring concerns to the Head of Establishment/Management team
- A range of decisions in relation to the welfare and safety of children in the crèche.
- Communication with parents/carers about their children.

### **Decisions (Consequences)**

Children attending the crèche have had a safe, enjoyable and stimulating visit. Their parent/carer has been able to attend classes, courses etc while the child is cared for.

### **Resources**

Toys and equipment, food and drink, paper and computer records.

### **Environment – Work Demands**

The postholder is responsible for supervising young children and must handle all issues that arise while ensuring that proper care is maintained.

### **Environment – Physical**

There will be a requirement for staff to set up the indoor/outdoor areas with a range of resources which will facilitate quality play experiences. This may include outdoor climbing equipment, wheelie toys etc.

The post holder should be aware that as the job involves working with very young children and babies, crèche staff will be required to work at a low level for significant periods of time.

Children may required to be lifted in order to provide comfort or for personal care requirements.

### **Environment – Working conditions**

The postholder regularly provides personal care and toileting of the young children placed in the crèche.

### **Environment – Work Context**

Care is required when providing personal care to the children; also when lifting the children.

### **Knowledge and Skills**

The post is subject to the PVG Scheme

Recognised relevant qualifications would be SVQ 2 in Playwork or Early Years Care and Education is desirable.

Previous relevant experience in providing quality early education/childcare is desirable.

A knowledge and understanding of child development is desirable.

An awareness of the following framework and standards is desirable.

- The Pre birth – three Positive framework and in particular to the four key principles to ensure best starts and positive outcomes for all children and families
- The National Care Standards and the role of the Care Inspectorate
- Getting it Right for Every Child Approach

Child Protection Training and a first aid qualification are desirable.

## Organisation Chart

Senior CLD Worker/CLD  
Worker or Head of  
Establishment

Creche Worker