

## Job Profile

Job Number	Post Title	Grade	Points	Date
AA7179	Crèche Assistant	Grade 2	NJC 305	February 2014

### Reporting Relationships

Responsible to: Headteacher

### Statement of Purpose

To work under the direction of senior staff to provide day-care services for parents with young children and babies;

### Particular Responsibilities

The particular responsibilities attached to the post of **Crèche Assistant** are:

- To help to create and maintain a safe, hygienic and stimulating environment in which a child can grow and develop;
- To be involved in the setting up and clearing away at the start and end of each session as required.
- To help to provide a good level of care for children and infants meeting their basic needs;
- To foster children's growth & development, through planned activities suitable to the needs and development of the children.
- To communicate with parents and carers in a positive, constructive manner, providing them with general feedback on their child's development;
- Keeping a record book of each child on how they ate, slept, behaved and what they did each day.
- To help prepare basic but nutritional snacks for children

### Support to the setting

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the setting.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend, participate and contribute to meetings and training sessions either during normal working hours or at other reasonable times where deemed necessary;

- Recognise own strengths and areas of expertise and use these to advise and support others.
- To ensure that all staff, children and families are treated in a fair and equitable manner in accordance with the Equal Opportunities Policy;
- To undertake any other duties as appropriate;

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

**Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

**Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification  
Crèche Assistant  
Level 1**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age</li> </ul>	I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Good understanding of numeracy/literacy skills.</li> <li>• Participate in development and training opportunities.</li> <li>• A qualification in childcare or early years education or equivalent experience)</li> </ul>	AF/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Have good organisational skills.</li> <li>• Ability to work constructively as part of a team and on own initiative.</li> <li>• Basic knowledge of first aid, hygiene, nutrition &amp; safety would be desirable.</li> </ul>	AF/I

	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener</li> <li>• Takes responsibility and accountability</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>• Is committed to the provision and improvement of quality service provision</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive</li> <li>• Communicates effectively</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
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AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the ‘Two Ticks’ symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the

**SSC Recruitment Team on 01785 276480**

