

The Carroll Centre	
Job description and person specification: Crèche Worker	
Job Description:-	Crèche Worker (bank)
Work Location:-	The Carroll Children's Centre
Address:-	Stanmore, Winchester, Hampshire SO22 4EJ
Telephone:-	01962 840022
E mail:-	c.y.c@btconnect.com
Salary:-	£7.34 to £7.78 per hour
Start date:-	September 2010
Type of Contract:-	Bank
Application closing date:-	Monday 26 th July
Interview dates:-	Week commencing 2 nd August
Background:-	The Carroll is a centre working with children, young people and their families, which has a charitable status. It has worked closely within the community for over 15 years providing extended services, including a Children's Centre, after school care and youth provision. The Crèche facility enables parents/carers of preschool aged children to participate in the Centre's activities and events.
Role Profile:-	We are looking for enthusiastic and committed Early Years Practitioners, to join our bank of Creche Workers, an integral part of the Children's Centre team. Prior to each session you will prepare a safe, caring, stimulating and fun provision and enjoy providing learning opportunities to enhance the children's development. You will need some experience in an Early Years setting where you have worked alongside babies, young children and their families.
Education:-	Evidence of numeracy and literacy, some ICT literacy, a minimum of NVQ 2 in early years and childcare with some experience of working within the Early Years sector and some relevant training to meet the role.
Key responsibilities:-	<ul style="list-style-type: none"> • To work as part of the Children's Centre team, delivering services to children under 5 and their families to improve outcomes for children. • To provide a relaxed and happy environment for the child, by planning and providing a choice of play activities suitable to the age and stage of

the children in your care, supporting children's development in line with the Early Years Foundation Stage Curriculum (EYFS).

- Maintain a healthy, safe environment and ensure children feel protected, safe and secure
- Maintaining records i.e. a register, safe collection procedures, incidents, accidents and other occurrences.
- To monitor children's development through observations and in partnership with parents, providing activities to support their progress.
- To meet the individual developmental and nurturing needs of children in your care.
- To be a positive role model for children and parents / carers.
- To engage with children and parents / carers, supporting play opportunities for children and their parents / carers.
- Maintain displays of children's work
- Be involved in family learning projects and help provide group work
- Willingness to access and learn from supervision and training
- To follow the centre's policies and procedures and maintain high quality, appropriate practice.
- Ability to meet the travel requirements of the post
- To undertake any other duties as directed, at the discretion of the Children's Centre Co-Ordinator and Head of Centre

Crèche Worker Person Specification JULY 2010

The following section provides an outline of the essential and desirable skills and experience for this role. Candidates should ensure that evidence is clearly provided in their application in order to demonstrate if these levels have been attained.

Skills and experience

Essential

- Knowledge and understanding of child development 0 – 5 years and related issues.
- Experience of work with children in a paid or voluntary capacity.
- Knowledge and understanding of Early Years Foundation Stage Curriculum (EYFS) and ability to deliver this through crèche and play sessions.
- Ability to provide a range of play opportunities to stimulate children's development and learning
- Experience of and ability to work in partnership with parents and carers
- Good verbal communication skills, listening and observation.
- Experience and ability to write reports and maintain records.
- Knowledge of Every Child Matters green paper and understanding of factors that make a child vulnerable
- Experience and ability to work as part of a team
- Willingness to access and learn from supervision and training
- Ability to make decisions, judgements and expectations within the limits of the role.

Desirable

- IT literate

Qualifications and Education**Essential**

- NVQ Level 2 or equivalent in Childcare (or working towards)
- Evidence of numeracy and literacy skills

Desirable

- Current first aid certificate

Working conditions

The following section provides an outline of the working conditions that may be encountered in this role

- Manual handling of objects up to 5kg weekly
- Laptop and desktop PC user
- Working with Adults
- Working with children
 - under 8 years
 - 8-16 years
- Working with people with special needs
- Ability to meet the travel requirements of the post