

JOB DESCRIPTION

Title: Sessional / Bank Crèche Worker
Responsible to: Hastings Crèche Team Leader
Accountable to: BBUFA Development Worker



Purpose of the post: To work as an integral member of the crèche team, providing an emotionally secure, warm, stimulating and safe environment appropriate to the needs of individual children attending.

Key Tasks

- Undertake full care of the children who attend the creche
- Contribute and take appropriate responsibility for the effective running of the creche
- Ensure health and safety of staff and participants
- Participate in training, meetings and keep records

Activities by task

Undertake full care of the children who attend the creche;

- Contribute to providing a relaxed and happy environment for the child, where children can play and enjoy the company of other children and staff.
- In line with the principles of the EYFS contribute to the planning and provision of a range of play activities, which create learning opportunities for the children in the creche. These activities should include physical games, quiet games, messy play and storytelling.
- To be fully involved in the creche activities, supporting and extending these activities to ensure that the children's individual needs are met and developed.
- Support and encourage children's growth of development and self reliance.
- Comfort children, change nappies and supervise older children's toileting as required.
- Contribute to the planning and provision of refreshments for the children, being aware of any special needs regarding food, drink etc.
- Ensure that at the end of the session all toys and materials are cleaned as required and tidied away.
- Meet and welcome new parents making sure they are comfortable with the creche processes and procedures.

Contribute and take appropriate responsibility for the effective running of the creche;

- Contribute to ensuring that the required Ofsted, EYFS and BBUFA creche standards, and policies and procedures are upheld and adhered to within each session.
- Contribute to the implementation of key documents used within the creche including the register of children. Contribute to the effective record keeping at each venue.
- At the start of each creche, contribute to checking with parents/carers if children have any additional needs; medication or food allergies.
- Contribute to ensuring that children leave with their correct parent/carer at the end of each session. To include implementing the creche feedback procedures to ensure parents/carers know what their child/children have been doing during the session (e.g. what they have eaten, what activities they have undertaken etc).

Ensure the health and safety of staff and participants;

- Contribute to daily risk assessments for creche sessions', lowering any identified risks to ensure that each session delivered is at an acceptably safe level.
- In the event of an accident, fill in an accident report form and report it immediately to the session leader.
- Responsible for knowing the procedures for dealing with suspected child abuse and deal with any concerns or issues appropriately as per the BBUFA Safeguarding Policy.
- Maintain equipment ensuring it is of a good standard and fit for purpose. To include cleaning of all resources used at designated Partnership and Children Centres crèche sites, keeping stores tidy and updating equipment lists as required.

Participate in training, meetings and keep records;

- Undertake training appropriate for the professional and personal development of the post holder and in the best interest of the Service.
- Attend meetings as directed by the creche team leader.
- Submit work reports, time sheets and expense forms on a monthly basis, as per organisational minimum standards.
- Undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the creche team leader.