



SureStart

Little Angels Fun Club and Nursery

1-4, Paradise Row, Cramlington Village, Northumberland, NE23 6QF

JOB DESCRIPTION – Creche worker

Purpose of Post

- 1 To contribute a high standard of physical, emotional, social and intellectual care for children placed in the creche.
- 2 To give support to other personnel within the creche.
- 3 To implement activities and tasks.

Key Areas

- 1 Work with Children
- 2 Team Work
- 3 Support Parents

Responsible To:

Creche Coordinator/Nursery Manager

Duties and Responsibilities

- 1 To contribute to a programme of activities suitable to the age range of children in conjunction with other staff.
- 2 To keep a proper record of achievement file on your children, for parents.
- 3 Work alongside parents of special needs children to give full integration in the creche.
- 4 Support all staff and engage in a good staff team.
- 5 Liaise with and support parents and other family members.

- 6 To attend all out of working hours activities, e.g. training, monthly staff meetings, parents evenings summer fayre, Christmas party, etc.
- 7 To be flexible within working practices of nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the creche, e.g. preparation of snack meals, cleaning of equipment etc.
- 8 Work alongside the coordinator and staff team to ensure that the philosophy behind the project is fulfilled and Ofsted standards met.
9. Recording accidents in the accident book. Ensure the creche leader has initialled the report before the parent receives it.
10. Look upon the setting/creche as a "whole" where can your help be most utilised, be constantly aware of the needs of children.
11. Ensure child is collected by someone known.
12. To respect the confidentiality of information received.
13. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
14. To be aware of the high profile of the two organisations and to uphold their standards at all times.

Specific Child Care Tasks:

1. The preparation and completion of activities to suit the child's age and stage of development.
2. To ensure that any mealtimes are a time of pleasant social sharing.
3. Washing and changing children as required.
4. Providing comfort and warmth to a poorly child.