



# SureStart

## Little Angels Fun Club and Nursery

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

### **JOB DESCRIPTION – Senior crèche worker**

#### **Purpose of Post**

- 1 To provide a high standard of physical, emotional, social and intellectual care for children placed in the crèche.
- 2 To give support to other personnel within the crèche.
- 3 To implement the daily routine in the base room.

#### **Key Areas**

- 1 Work with Children
- 2 Team Work
- 3 Liaise and support with Parents

#### **Responsible To:**

Nursery Manager / Officer in Charge

#### **Duties and Responsibilities**

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

6. To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre, Christmas party, etc.
7. To be flexible within working practices. Be prepared to help where needed, including to undertake certain domestic jobs within the setting, e.g. preparation of snack meals, cleaning of equipment etc.
8. Work alongside the manager/coordinator and staff team to ensure that the philosophy behind the project is fulfilled.
9. Recording accidents in the accident book. Ensure the coordinator has initialled the report before the parent receives it.
10. Look upon the setting 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 to the setting.
12. To respect the confidentiality of information received.
13. To develop your role within the team especially with regard to training and supporting crèche workers.
14. Specific Child Care Tasks:
  1. The preparation and completion of activities to suit the child's stage of development.
  2. To ensure that mealtimes are a time of pleasant social sharing.
  3. Washing and changing children as required.
  4. Providing comfort and warmth to a poorly child.
15. 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.
16. To be aware of the high profile of the organisation and to uphold its standards at all times.

Signed \_\_\_\_\_ Date \_\_\_\_\_