

THE CITY OF EDINBURGH COUNCIL
DEPARTMENT OF CHILDREN AND FAMILIES
SCHOOLS AND COMMUNITY SERVICES

JOB DESCRIPTION

SECTION : Community Learning and Development

POST : Creche Worker

RESPONSIBLE TO : Senior CLD Worker / CLD Worker

PURPOSE OF JOB

The post holder will be responsible for the organisation and operation of a crèche for children whose parents/carers are participating in a community learning and development activity and for the provision of high quality care for the duration of the children's attendance.

To care for children in a way which respects the values and practices of the child's parent/carer.

MAJOR TASKS / JOB ACTIVITIES

To organise and operate all aspects of the day to day running of a crèche adhering to crèche policy, practices and procedures.

To ensure the crèche environment meets health and safety requirements paying particular attention to all areas and equipment accessed by children; e.g., washing toys, preparing snacks etc.

To be aware of the different needs of children at different stages of development and to ensure a warm, caring and welcoming atmosphere in the area by providing suitable toys and materials for creative play.

To liaise and work in partnership with all parents/carers using the crèche provision.

To promote the importance of play and use the resources in a creative and imaginative manner to involve and extend children's learning.

To provide physical care as necessary e.g. assisting with changing, toileting and feeding babies.

To provide for the emotional well being of children.

To ensure the supplies of snack, cleaning materials etc are available for each session; e.g. may include the purchase of provisions.

To be alert to signs of ill-health in the children and be ready to take appropriate and responsible action.

To ensure that all activities and materials used in the crèche are socially inclusive and anti-discriminatory, paying particular attention to the children's racial, linguistic, cultural and additional support needs.

To undertake the administration required to ensure the smooth running of the crèche e.g. registers are kept, appropriate forms are filled in by parents/carers etc.

To update and implement crèche policy, practice and procedures.

To liaise with the Senior Community Learning and Development Worker / Community Learning and Development Worker on all aspects of these and to report matters of concern.

With the support of the Senior Community Learning and Development Worker / Community Learning and Development Worker to prepare for and co-operate with Care Commission inspection visits.

Undertake induction and other training as deemed necessary by the Children and Families Department.

RESPONSIBLE FOR
(i.e. number and type of staff)

No direct staff responsibility.

DECISIONS MADE IN COURSE OF JOB

Creche workers decide on the day to day running of the crèche within agreed procedures. This will include:-

- Adapting activities to meet the needs of children depending on ages and the length of the session.
- Selecting toys and materials.
- Referring concerns to the Senior Community Learning and Development Worker / Community Learning and Development worker.
- A range of decision in relation to the welfare and safety of children in the crèche.
- Communication with parents/carers about their children.

SUPERVISION RECEIVED

The post holder is responsible to the Senior Community Learning and Development Worker / Community Learning and Development worker for overall direction but will work on a day to day basis without supervision.

CONTACTS

Children

Clerical and other venue staff

Parents/Carers

Senior Community learning and Development worker / Community learning and Development Worker

Other Community learning and Development staff

Care Commission Officers

EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED

A recognised relevant qualification and a first aid qualification are desirable.

EXPERIENCE REQUIRED

Previous relevant experience in providing quality early education or childcare is desirable.

COMPLEXITY

The postholder has full responsibility for administrative and safety procedures, e.g. maintaining appropriate registers and ensuring that all accidents are recorded, within the crèche and must have a good understanding of high quality childcare and know how to put this into practice.

The postholder will be expected to communicate with parents/carers including sensitive issues about their children e.g. behaviour.

The crèche worker will be expected to work co-operatively in a team with other crèche workers.

CREATIVITY

The postholder will be expected to use creativity and imagination to organise and implement stimulating activities and maintain a safe environment for children in the crèche.

SPECIAL CONDITIONS

None