

JOB
VACANCY

CASUAL CRÈCHE WORKER

Description:

Coventry Sports Foundation is seeking caring and enthusiastic individuals with good communication skills to work within Centre AT7's crèche facilities caring for young children on a casual basis.

The successful candidate will be responsible for providing children with a varied range of opportunities for play and learning, whilst ensuring that the children are in a safe and stimulating environment.

Applicants will be qualified to NVQ Level 2 or 3 standard (or recognised equivalent). Paediatric First Aid and Food Hygiene would be an advantage.

NOTE: This post is subject to DBS clearance. Applicants must be registered on the DBS Update Register or be willing to apply for DBS clearance through Coventry Sports Foundation.

Benefits include:

- Excellent training and development prospects

Department:

Operations

Hours:

Casual

Hourly Rate:

£6.66 (topped up as appropriate in accordance to NMW and NLW)

For an application pack please visit www.covsf.com/jobs

Closing date for applications: Ongoing Position

Employment Specification

Job Title: Crèche Worker

Job Purpose: To assist in the organisation and provision of crèche activities

Responsible To: Crèche Supervisor

Main Tasks:

- To assist in the delivery of activities within the weekly crèche programme.
- To provide a varied range of opportunities for play and socialisation in a safe and stimulating environment.
- To be familiar with and work within all operating policies and procedures appropriate to crèche provision.
- To deal with public enquiries regarding the development and provision of crèche activities.
- To attend training/refresher courses as are appropriate to maintain qualifications and standards of good practice.
- To ensure that the crèche facility is cleaned and maintained to a standard that is appropriate to the demands and concerns of young children.
- To visit venues outside the Centre as required promoting the activities of the crèche.
- To attend any relevant meetings and forums as required.
- To maintain all relevant administrative procedures.
- The employee will be required to work and carry out the tasks as defined in the Employment Specification at a range of sites that are either operated or managed by the Foundation.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities between the facilities of the company.
- To generally help promote the work and public image of the company, by always maintaining high standards of personal appearance and adopting a friendly but professional approach to the public.
- To undertake other duties, as specified by Line or Senior Management which are appropriate to the level and general responsibilities of the post.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Working knowledge and experience of a crèche/playgroup or such similar facility. • NVQ level 2 or equivalent in child care. • Health and safety issues in a young person's environment. • Child protection issues. • Knowledge of under 8's policies. 	<ul style="list-style-type: none"> • Basic IT knowledge and literacy. • Issues surrounding special needs children and their care.
Skills	<ul style="list-style-type: none"> • Ability to work as part of a team or under own supervision. • Ability to use initiative in unsupervised settings. • Good standard of literacy and numeracy. • Good communication skills with children. 	<ul style="list-style-type: none"> • First Aid qualification. • Basic Food Hygiene certificate. • Administrative skills. • Experience of arts and crafts/cultural activities.
Attributes	<ul style="list-style-type: none"> • Presentable in personal appearance. • Good level of self motivation. • Outwardly enthusiastic and self motivated. • Show a flexible approach to work. • Provide support to others. • Adaptable and approachable. 	<ul style="list-style-type: none"> • Desire to further training and career development prospects.
Other		<ul style="list-style-type: none"> • Ability to travel between sites