

# Job Vacancy

Pride

Passion

Performance

## Job Title

# CRÈCHE ASSISTANT

## Description

CV Life is seeking a caring and enthusiastic individual with good communication skills to work within Centre AT7's crèche facilities caring for young children.

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.

### Reference Number:

AT15

### Closing Date:

19<sup>th</sup> November 2018

### Department:

Operations

### Hours:

Average of 11.25 hours (rota basis)

### Hourly Rate:

£6.80 (topped up in accordance to NMW and NLW, if appropriate)

DBS Clearance will be required for the successful candidate.

## Benefits

- Great development opportunities
- FREE health and fitness membership\*
- FREE health and fitness membership for a family member or friend\*
- FREE uniform for applicable roles
- FREE training for applicable roles
- DISCOUNTS on Centre activities\*

(\*not applicable to casual workers)

## Find out more

For the latest job vacancies and application details visit [www.cvlife.co.uk](http://www.cvlife.co.uk)

If you have any enquiries, please contact our Human Resources Team by emailing [recruitment@cvlife.co.uk](mailto:recruitment@cvlife.co.uk)

# Job Description



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Job Title:	Crèche Assistant
Reporting to:	Crèche Supervisor

## Responsibilities for all employees

- To embrace and lead by example on the company's key values of PRIDE, PASSION and PERFORMANCE.
- To undertake your duties to the best of your ability and fully comply with all of the Company's general standards and those relating to your specific role.
- To support the Company's commitment to providing a safe environment for children and young people, ensuring awareness of the Company's Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
- To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
- To interact positively with customers adopting a friendly and professional approach at all times.
- To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the company. To generally help promote the work and public image of the company, always maintaining high standards of customer service and personal appearance.
- To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.

## Overall purpose and objective of the role:

To assist in the organisation and provision of crèche activities

## Main duties of the role:

1. To assist in the delivery of activities within the weekly crèche programme.
2. To provide a varied range of opportunities for play and socialisation in a safe and stimulating environment.
3. To be familiar with and work within all operating policies and procedures appropriate to crèche provision.
4. To deal with public enquiries regarding the development and provision of crèche activities.
5. To attend training/refresher courses as are appropriate to maintain qualifications and standards of good practice.
6. To ensure that the crèche facility is cleaned and maintained to a standard that is appropriate to the demands and concerns of young children.
7. To visit venues outside the Centre as required promoting the activities of the crèche.
8. To attend any relevant meetings and forums as required.
9. To maintain all relevant administrative procedures.

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

Date: October 2018

# Person Specification



Pride	Passion	Performance
<b>Essential</b>		<b>Desirable</b>

## Personal attributes

<ul style="list-style-type: none"> <li>Presentable in personal appearance.</li> <li>Outwardly enthusiastic and self-motivated.</li> <li>Flexible approach to work.</li> <li>Supportive to others.</li> <li>Adaptable and approachable.</li> </ul>	
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## Knowledge and Experience

<ul style="list-style-type: none"> <li>Working knowledge and experience of a crèche/playgroup or such similar facility.</li> <li>Health and safety issues in a young person's environment.</li> <li>Child protection issues.</li> <li>Knowledge of under 8's policies</li> </ul>	<ul style="list-style-type: none"> <li>Basic IT knowledge</li> <li>Issues surrounding special needs children and their care.</li> </ul>
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## Special skills

<ul style="list-style-type: none"> <li>Ability to work as part of a team or under own supervision.</li> <li>Ability to use initiative in unsupervised settings.</li> <li>Good communication skills with children.</li> </ul>	<ul style="list-style-type: none"> <li>Administrative skills.</li> <li>Experience of arts and crafts/cultural activities.</li> </ul>
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## General intelligence

<ul style="list-style-type: none"> <li>Literacy and numeracy skills</li> </ul>	
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## Qualifications

<ul style="list-style-type: none"> <li>NVQ level 2 or equivalent in child care.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification.</li> <li>Basic Food Hygiene certificate.</li> </ul>
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## Circumstances

<ul style="list-style-type: none"> <li>Ability to work unsociable hours including evenings, weekends and bank holidays.</li> <li>DBS Clearance</li> </ul>	
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