

First Steps Enterprise Limited – First Steps Crèche Services

Crèche Leader

**£8.50 per hour (plus annual leave allowance) from 1st April 2017
(£8.35 before this date)**

Hours as required by the service

First Steps Enterprise require quality, committed Crèche Leaders to lead and deliver crèche sessions in children's centres and other settings. The crèches will be run for parents/carers undertaking learning or other activities within that children's centre or other venue.

Responsible to:

- In the centre, as directed by Children's Centre Co-ordinator or other member of staff
- From an employment perspective, Managing Director of First Steps

Responsible for:

- No direct line management responsibility, but will direct Crèche Assistants in crèche settings

Job Purpose

- To lead and deliver crèche sessions which take place in children's centres and other settings to a quality standard of care.

Main Responsibilities

- To lead crèche sessions as instructed by the children's centre, and direct Crèche Assistants in the setting
- To deliver high quality crèche sessions which promote fun, educational, interactive and stimulating childcare in line with the welfare requirements and development goals of the Early Years Foundation Stage.
- To maintain register and individual records as required by the children's centre
- To assist in the setting up and clearing of rooms for activities, including preparing snack and other activities.
- To ensure the crèche is warm, friendly and welcoming to both children and parents/carers leaving their children.
- To provide regular feedback to parents about their child's development and progress.
- To ensure the data & record keeping requirements of the children's centre are adhered to, including any progress against EYFS development goals.
- To build and maintain positive relationships with children, staff, parents/carers and line management

- To work within the framework of Safeguarding Children and Child Protection policy and procedures
- To deliver services within a fully inclusive equal opportunities framework
- To carry out his/her duties with full regard to the setting's Health and Safety and confidentiality policies and procedures

Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly Children's Centre based, but staff may be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Disclosure and Barring Service (DBS) and Other Checks

- A full enhanced DBS disclosure will be undertaken and any adverse findings could result in any offer of employment being withdrawn.
- Please note the DBS will be paid for by all sessional staff themselves (currently £59)
- 2 suitable previous employer references will be required before commencement
- Qualification checks will be undertaken
- Eligibility to work in UK
- Other checks may be undertaken

PERSON SPECIFICATION – ESSENTIAL (or working towards)

Qualifications

- Level 3 in NVQ in Early Years/NNEB or acceptance equivalent qualifications
- Pediatric First Aid and Level 2 Food Safety (desirable)

Knowledge and Skills

- Good experience working or volunteering in an Early Years setting
- Knowledge, understanding and practical experience of giving care to young children
- Understanding of the Early Years Foundation Stage curriculum
- Ability to work independently and to manage own time efficiently
- Able to work as part of a team
- Ability to communicate confidently with a wide range of people, including staff at all levels, parents/carers, line management and others
- Ability to direct Crèche Assistants appropriately in the crèche session

Personal Qualities

- Commitment to equal opportunities for all children and families
- Warm and caring personality – friendly and approachable for children and families
- Commitment to be practical and be fully engaged in delivering the care being delivered.
- Enthusiastic, energetic and able to direct others
- Motivated to develop and maintain high quality provision and practice
- Understanding that the work is sessional by its very nature and hours will vary, and a strong commitment to fulfill work in a booking or block of bookings when this is agreed to be delivered.
- Commitment that if a crèche is cancelled with less than 24 hours notice, the worker will undertake work (not at a higher level than the role) as required by the centre or other setting.

OTHER DETAILS

- Wage: £8.50 per hour from 1st April 2017 (£8.35 beforehand). A booking normally includes some 'non-contact' setting-up/clearing away time, although not always.
- Leave: leave is accumulated each hour and a time is specified when leave is. This results in an additional leave payment of £0.82 per hour from 1st April 2017 (£0.80 beforehand).
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Please note there is a £58 charge for undertaking the enhanced DBS check, which is returned after 25 hours of crèches completed.