

First Steps Enterprise Ltd – Childcare & Creche Services

Job Title: Creche Leader / L3 Childcare Practitioner

Pay: £9.55 per hour, plus leave allowance

Hours: Variable hours as required by the service user

Venue: First Steps own footprints@childcare settings

Other settings across Sefton and Liverpool

First Steps Enterprise Limited operates three footprints@ childcare settings across Sefton – two pre-schools in Litherland and Netherton, and an after-school club in Ainsdale. First Steps also supplies cover staff for creches and nursery cover for children's centres and schools in Sefton, with some also now starting to be booked in Liverpool.

We are looking for new supply workers for cover in these settings. Many of our previous bank staff have found contracted work with us. Staff need to be committed to providing quality early years care, as children are at the heart of all we do. We need reliable, hard-working staff to supply cover.

This job description is for both Crèche Leaders and Level 3 Childcare Practitioners to lead and deliver crèche sessions in children's centres, and also act as Level 3 Childcare Practitioners in childcare settings. The crèches will be run for parents/carers undertaking learning or other activities within that children's centre or other venue. The childcare sessions will be in nursery settings.

Responsible to:

- In the setting, as directed by Children's Centre Co-ordinator/Nursery Manager or other appropriate member of staff (e.g. Room Leader)
- From an employment perspective, Deputy Manager of First Steps Enterprise Ltd

Responsible for:

- No direct line management responsibility, but will direct Crèche Assistants/Level 2 practitioners in crèche/nursery settings as appropriate

Job Purpose

- To lead and deliver crèche sessions/work as level 3 childcare practitioner, which take place in children's centres/nurseries/other settings to a quality standard of care in line with the EYFS

Main Responsibilities

- To lead crèche sessions as instructed by the children's centre, and direct Crèche Assistants in the setting
- To work as part of the childcare team as a level 3 childcare practitioner

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- To deliver high quality crèche/nursery 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/nursery
- To assist in the setting up and clearing of rooms for activities, including preparing snack and other activities.
- To ensure the crèche/nursery 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/nursery 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/nursery 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.
- 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

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PERSON SPECIFICATION – ESSENTIAL (or working towards)

Qualifications

- Level 3 Childcare Qualification
- 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 crèche sessions

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: £9.55 per hour. 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 £0.92 per hour.
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- DBS –
 - if on the update service, and can be verified, there is no charge.
 - If not on the update service, there is a £25 charge for undertaking the enhanced DBS check, which is returned to you after 25 hours of crèches completed. The actual cost for this is £58, but we will only charge you £25. If you wish to go on the Update Service (transferrable between settings/companies) after issue, you would pay an annual fee (currently £13), which we do not pay for.
- Application forms can be found here <http://firststepsenterprise.co.uk/vacancies/>