



**FOYLE WOMEN'S AID
JOB DESCRIPTION**

POSITION:	Crèche Assistant (CA/5/19)
LOCATION:	Sweet Peas Crèche, POD15
RESPONSIBLE TO:	POD15 Coordinator
SALARY:	NJC scale 2, point 11 (£15,507 pro-rata)
CONTRACT:	9-month contract, 30 hours per week Evening work will be required on a weekly basis to ensure the continued running of the service. Time-off-in-lieu (TOIL) is available for additional hours worked, when approved in advance.

Summary of Post

- To develop and promote crèche facilities within the Centre.
- To be responsible for the organisation and delivery of crèche facilities.
- To supervise, provide care and support children who are using the activities organised by the Centre.
- To provide support and activities for families, including parenting skills.
- To be aware of safety and actively promote good childcare practice.

Main Responsibilities

Operational

1. To provide crèche facilities for Centre-based activities.
2. To work closely with all other staff members to ensure the smooth running of the Centre.
3. To inform the Crèche Supervisor/POD15 Coordinator of any concerns regarding individual children and their needs.
4. To assist with planning all activities for children and young people within the childcare setting.
5. To have a warm and approachable manner, which will contribute to good dialogue between mother and crèche worker regarding the wellbeing of the child(ren).

6. To ensure, when appropriate, that crèche and related areas/visits are prepared prior to commencement of sessions, and materials and play equipment stored appropriately after use.
7. To assist with the organisation and supervision of childcare provisions at other locations, if and when required.
8. To undertake some household and domestic duties appropriate to the care of children and crèche facilities.

Play Sessions

9. To demonstrate flair and imagination in the setting-up and organisation of creative, stimulating and educational play sessions.
10. To ensure that all necessary materials and provisions are available prior to commencement of sessions.
11. To assist in the development of programmes and facilitate as and when required.
12. To assist in the oversight and review of support plans for children.
13. To liaise with staff on a daily basis to ensure that children's needs are met.
14. To assist in the organisation, supervision and participation in outings and visits.

Parenting Skills

15. To contribute to the promotion and development of good parenting skills through information sessions, talks, events etc.
16. To assist in the development of parenting plans for families in the residential setting, alongside the Support Worker.
17. To assist in the running of support sessions and activities for families.
18. To assist in the support and provision of guidance for families with children, on a one-to-one basis.
19. To assist in supporting children with crisis intervention for families.
20. To liaise with Social Services, health visitors, midwives etc.

Record-Keeping

21. To maintain records of crèche users, accident book, equipment etc.

Volunteers

22. To support with the deployment and supervision of volunteers assisting with crèche facilities.

Fundraising

23. To assist with fundraising for the project.

Supervision

24. To prepare for and attend regular supervision sessions.
25. To participate in Team Meetings.
26. To participate in training courses as required.

Health & Safety

27. To ensure the health and safety of children in your care at all times.
28. To ensure that effective health and safety procedures are carried out at all times.
29. You must work to POD15, Sweet Peas Crèche and Foyle Women's Aid policies to safeguard children.
30. You will need to understand and implement policies and procedures (for Health and Safety) in relation to staff, buildings and resources.
31. To act appropriately in an emergency situation, ensuring that the safety and wellbeing of children is paramount at all times.
32. To be aware of, and adhere to, the Foyle Women's Aid Health & Safety Policy
33. To ensure that all play materials/equipment conforms to current Health & Safety regulations.
34. To regularly check toys and equipment, with a view to child safety.

Confidentiality and Data Protection

35. To respect the confidentiality of all information received as a result of the post holder's duties.
36. You will respect the confidentiality of sensitive family information (subject to Child Protection Policies and Procedures).
37. To maintain confidentiality and data protection, with a client-centred approach all times.

Any Other Tasks

38. Adhere to FWA policies and procedures at all times.
39. Provide verbal and written reports as requested.

The job description is intended to indicate the broad range of responsibilities and requirements of the post and is neither exhaustive nor prescriptive. The post-holder is therefore expected to undertake any other duties as may be reasonably required.