

**Job Specification**

<b><u>Job Title:</u></b>	Crèche Worker
<b><u>Location:</u></b>	West Quadrant (Dacorum and St Albans)
<b><u>Responsible To:</u></b>	Deputy Team Leaders
<b><u>Responsible For:</u></b>	Crèche Assistants

**General Description**

The Crèche Worker should support the Crèche to support Family Centre Activities. There will be Crèches across Decorum and St Albans which will require setting up and staffing. The Crèche Worker will oversee the planning and evaluating for these sessions.

**Mission Statement**

To promote and develop health, wellbeing and more active lifestyles within the communities we serve

**Aim**

Our aim is to help individuals and communities LIVE active, healthy, happy and fulfilled lives.

**Our Values**

- ✓ **Listen** - we will proactively listen to our customers utilising their feedback.
- ✓ **Improve** – we continually look to improve the services we offer, embracing new opportunities, challenges and ideas.
- ✓ **Value** – we will offer affordable, value for money services to all our customers.
- ✓ **Encourage** – we will encourage individuals and groups to fulfil their potential and ambitions.

**Specific Duties**

1. To oversee the day to day staffing levels.
2. To plan for the safe supervision of the crèche facility, its operation and the safety and care of all children. To ensure that all children whilst in the care of the staff enjoy a complete and comfortable experience.
3. To ensure the environment, toys, equipment are safe, clean and suitable for use. To ensure all toys are aged appropriate and all socket outlets are covered.
4. To set up and clear all equipment. Ensure safe storage and handling.
5. To prepare toys and equipment for transport to other crèches.
6. To understand and adhere to procedures and ensure that DFES Early Years Foundation Stage regulations are implemented fully.
7. To ensure relevant documentation is kept in line with InspireAll Policies
8. Implement all relevant InspireAll policies.

## InspireAll

9. To provide and supervise a variety of activities that encourage child development.
10. To encourage and enable creative play.
11. To adhere to InspireAll positive attendance at work culture.

### **Personnel Specification for Crèche Worker**

#### **Skills, Knowledge and Experience**

##### **Essential:**

1. NVQ Level 3 in Childcare.
2. Previous experience working with children.
3. Good customer care skills.
4. Car driver.

##### **Desirable:**

1. First Aid at Work.

##### **Complexity and Creativity**

1. To create an environment that is both inviting and stimulating to children.
2. Be able to work as part of a team and use own initiative.
3. Ability to maintain daily records.
4. To be able to plan activities alongside the EYFS.
5. Ability to maintain daily records.

**Other factors affecting the post of Crèche Worker**

<b>1.</b>	<b>Hours of Work:</b>													
<b>2.</b>	<b>Grade:</b>													
<b>3.</b>	<b>Salary:</b>													
<b>4.</b>	<b>Notice Period:</b>	As detailed in the Statement of Particulars												
<b>5.</b>	<b>Holiday Entitlement:</b>	<p>Annual Leave entitlement is based on service and is as for full time employees (39 hours per week), working a five day week and <b>includes the 8 bank holidays at present legislated for each calendar year.</b></p> <p>All staff are required to allocate all bank holidays as part of their annual leave entitlement, but other days may become mandatory for operational reasons.</p> <p>Annual leave entitlement at present is:</p> <table> <tr> <td>On commencement with HL</td> <td>29 days</td> </tr> <tr> <td>After 1 year continuous service with HL</td> <td>30 days</td> </tr> <tr> <td>After 2 years continuous service with HL</td> <td>31 days</td> </tr> <tr> <td>After 3 years continuous service with HL</td> <td>32 days</td> </tr> <tr> <td>After 4 years continuous service with HL</td> <td>33 days</td> </tr> <tr> <td>After 5 years continuous service with HL</td> <td>34 days</td> </tr> </table>	On commencement with HL	29 days	After 1 year continuous service with HL	30 days	After 2 years continuous service with HL	31 days	After 3 years continuous service with HL	32 days	After 4 years continuous service with HL	33 days	After 5 years continuous service with HL	34 days
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After 5 years continuous service with HL	34 days													
<b>6.</b>	<b>Pensions choice:</b>	Options are:												
		<p>(i) Workplace Pensions Reform requires InspireAll to automatically enrol all employees who are aged between 22 and State Pension age, and earning above £10,000 a year into their Qualifying Workplace Pension Scheme. InspireAll's Qualifying Workplace Pension Scheme is a Group Stakeholder Pension Scheme provided by Friends Life. Employees who qualify for automatic enrolment will be joined into the Scheme on completion of one month's service. Other staff may join voluntarily at any time.</p> <p>Employees are required to contribute 5% of their Qualifying Earnings (earnings between £5,772 and £41,865 per annum) and InspireAll will also contribute 3% of Qualifying Earnings on their behalf. Employees can elect to opt out of the Scheme at any time and if they do so within 30 days of joining, any contribution deducted from salary will be refunded.</p> <p>Further information regarding the InspireAll Qualifying Workplace Pension Scheme will be forwarded to you within one month of joining service.</p>												
		(ii) The purchase of a personal pension.												
<b>7.</b>	<b>Location:</b>	Relevant Centre, however the post holder will be expected to work in any facility managed by InspireAll.												
<b>8.</b>	<b>The Rehabilitation of Offenders Act 1974:</b>	This post is exempt from The Rehabilitation of Offenders Act 1974 therefore the post holder will be subject to an enhanced DBS check.												
<b>9.</b>	<b>Other Duties:</b>	The other duties shown are those currently operative, but the post holder may be required to undertake any other associated duties reasonable and compatible with his / her grading, competence and qualification												
<b>10.</b>	<b>Leisure Benefits:</b>	Free use of leisure facilities is available to the post holder, subject to booking conditions. Please contact your Line Manager for details.												