

## Job Profile

**Job Title: Crèche Coordinator**  
**Job Grade: Level 3 Zone 2**  
**Salary Range: £36,984 - £42,526**

### About Camden

'Camden is listening to everyone, including you. We're giving a platform to people inside and outside our community, because, we're not just home to the UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. This job role sits in the Adult Community Learning Service, providing a service to the families that Enrol on our ACL courses to continue on their own learning journeys. This role will manage a team of creche staff in our static and mobile creches across Camden.

Camden ACL mission is to: *Encourage and support adults to make their first steps back into learning and so become more active economically, in their families and communities, and maintain better health.*

### About the role:

The Creche Co-ordinator will deliver an optimum crèche service for Camden ACL, across our static and mobile creches, that enables parents to access learning and support children's wider socialisation and development and safety. They will need advanced standards of customer care in working with vulnerable, disadvantaged learners with low levels of skills, Learning Disability Needs, confidence and self-esteem. Proven organisational, planning and administrative skills are expected, to enable delivery of a high standard creche provision in our static and mobile crèches. Excellent interpersonal skills to support ACL crèche staff working across Camden. They will have the ability to work collaboratively in a team, individually as well as use own initiative and to respond quickly, proactively and creatively to issues and challenges. Excellent written and verbal communication and interpersonal skills including cultural awareness is essential to the role. The ability to analyse data to inform quality improvement and future development, with excellent IT skills, including the ability to use MS Office Word, Excel and Outlook is essential. They will have the ability to manage a small team of Creche workers across static and mobile creches and be able to make reasonable adjustments for children in the creche in line with the Equalities Act. Ability to advise and model good professional practice for the creche team. The ability to complete Observation of teaching, learning and assessment of Creche staff and to coach staff and improve the professional practice of those who report to the post holder will be a requirement of the role. The Creche Co-ordinator will have a good understanding of the ongoing CPD needs of creche professionals and be confident in issues of Safeguarding children and Health and Safety of children in community learning settings and be the leader of a peripatetic creche and all that goes with that responsibility. They will need to be an innovative thinker ready to respond flexibly to the ever changing environments of managing an offer in the community and be able to income generate by creating the opportunity to trade the Creche to internal and external stake holders.

**About you:**

- You will need a relevant Level 4/5 Childcare qualification e.g. Diploma in Childcare or equivalent, with managerial/ co-ordination experience and a Level 2 Literacy and Numeracy
- Minimum of two years' experience co-ordinating a high quality EYFS and Ofsted registered childcare/crèche/nursery provision, that meets National Standards within the Ofsted framework
- Staff line management, including staff work contracts, timesheets, recruitment, supervision, appraisal, training and creche cover for staff absences as required
- A sound knowledge of current statutory Child safeguarding legislation, health and safety and Equal Opportunities procedures that relate to working in children's settings (schools, nurseries, children's centres) and ACL crèche provision
- A current Paediatric First Aid certificate
- Co-ordinate potential creche hiring contracts, invoicing and relevant paperwork related to finance, policies and procedures
- Risk assessment of possible new venues for creche provision and work with Programme Managers to complete required Partnership Agreements
- Work with Programme Managers to plan termly creche provision across our static and mobile crèches
- Liaise with the Volunteer Lead to place childcare volunteers in our creches
- Ability to work independently and provide innovative solutions to rapidly changing and distinct settings
- Being possessed of good person management skills.
- Promote, organise and take responsibility for IAG to parents of creche users and to support the Service to maintain its Matrix KiteMark

**People Management Responsibilities:**

Pool of Termly hours contracted crèche workers

**Relationships:**

- ACL staff
- School staff
- Nursery staff
- Children centres
- Community venue staff
- Staff in local community organisations
- Staff in relevant Council services

This post reports to the Family Learning Programme manager, Education, Supporting People

**Work Environment:**

The post holder will be expected to be based in the Netley Adult Learning centre during core working hours

The post holder will occasionally be required to work weekends, evenings and school holidays  
The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG