

Job Profile Information: Crèche Worker

This supplementary information for *Crèche Worker* is for guidance and must be used in conjunction with the Job Capsule for Job Level 1 Zone 2

Camden Way Category 1

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To provide a safe, caring and stimulating environment for children where they can enjoy good quality play and learning experiences, while their parents/carers attend Adult Community Learning classes.

Example outcomes or objectives that this role will deliver:

1. To work as part of a team to run crèches, according to service and OFSTED regulated standards, Early Years Foundation Stage, and planning on the individual children's needs.
2. To offer educational, stimulating and fun activities at each session, carefully planning and recording activities with the team in order to develop each child's own potential and provide a record of their learning.
3. To keep all records up to date and accurate in line with the OFSTED and service requirements and to plan and evaluate the programme.
4. To prepare the room and outdoor area, when appropriate, with stimulating play activities before opening and staying to clear up after parents and children have left and ensure that all equipment is suitable for the age of the children and kept in good order.
5. To interact and communicate with regard to the diversity of parents/carers and children in a positive, dynamic and constructive way, behaving a positive role model as carers and Early Years educators.
6. To work at all times in accordance with Camden policies and procedures, including those regarding Health and Safety, Equal Opportunities and Customer Care including carrying out any other duties relevant to the post as directed by the Learning Centres and Crèche Co-ordinator.

People Management Responsibilities:

None

Relationships;

- The job requires a professional working relationship with Adult Community Learning Managers, Tutors, Volunteers and the staff that work within our hosting venues.
- The job requires working in partnership with parents, carers and children while maintaining confidentiality, observing data protection and associated guidelines where appropriate.

Work Environment:

- The job requires flexibility as sessions can be arranged for one off, short term or long term courses. We operate in Camden Learning Centres, Schools, Children's Centres, Nurseries, Community Centres and a variety of venues that offer adult learning courses. Some spaces will be purpose built for children and some spaces will need to be adapted to make them fit for purpose in consultation with Management.
- More hours may be offered weekly dependent on staff availability i.e. illness, another commitment etc.
- The job requires some manual handling in relation to caring for children 0-4 years.

Technical Knowledge and Experience:

1. Relevant childcare qualification, e.g. Diploma in Childcare and Education (NNEB), Certificate in Childcare and Education, Level 2 or Level 3 NVQ, BTEC or PLA certificate, or equivalent.
2. Appointment will be subject to the receipt of an Enhanced CRB Disclosure.
3. A first Aid Certificate
4. Experience of working enthusiastically and dynamically with Under 4's and their families and a comprehensive, up-to-date working knowledge of children's developmental needs aged 0-4 yrs.
5. Excellent interpersonal skills with the proven ability to communicate positively and empathically with parents including experience of working with an awareness of the needs of families from diverse backgrounds.
6. Proven ability or capacity to work as a member of a team while working on own initiative.
7. A clear understanding of and commitment to Equal Opportunities, Health and Safety, Customer Care and Quality Assurance.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

