JOB DESCRIPTION – Crèche Workers (For Creche staffing register)

£7.50 per hour
Part time hours as required
Closing date – Open Vacancy

Purpose of Post

We are looking to build up a register of part time Crèche Workers to work in our onsite Nursery crèche at FWT – A Centre for Women, as and when required. This is not fixed term, but we can offer hours on occasional basis.

We offer a drop in Crèche service for women who are learning at our centre. All women stay on site whilst the children take part in a structured timetable of arts, crafts, indoor and outdoor play.

You will:

- Provide a high standard of physical, emotional, social and intellectual care for children placed in our onsite Crèche.
- Support the existing staff & management, and follow all instructions & roles assigned to you by your manager
- Adhere to Policies and Procedures set out for the crèche and the organisation
- Contribute ideas and enthusiasm to planning and co-ordination of the activities and routines for sessions
- Ensure you are key to Safeguarding and Welfare of all children in your care

Duties and Responsibilities

1. Operate a programme of activities suitable to the age range of children in your area conjunction with other staff.
2. To keep proper record of achievement file on your key children, for parents.
3. Support all staff and engage in a good staff team practice
4. Liaise with and support parents and other family members.
5. Be involved in activities (including out of working hours) e.g. training, relevant staff meetings, summer activities etc.

FWT, 70-72 Elmsdale Avenue, Coventry, CV6 6ES
www.fwt.org.uk
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6 To be flexible in the working practices of nursery. Be prepared to help where needed, including domestic jobs within the Nursery e.g. preparation of snack meals, cleansing of equipment etc.

7 Look upon the nursery as “whole” where your help can be most utilised, and be constantly aware of the needs of children.

8 To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.

9 To be aware of the profile of the nursery and uphold its standards at all times.

KEY REQUIREMENTS

- NVQ Level 2 or equivalent in childcare and or early years Development – or be working towards completion
- 3 GCSE’s, Grades A-C, or equivalent including English and Mathematics
- You must have a fully enhanced DBS check
- Previous experience working with Children
- Completion of Safeguarding Awareness course (Group 2)
- Health & Safety certificate
- First Aid certificate
- Completion of other relevant courses

HOW TO APPLY:

Please email your CV (including 2 referees) & a covering letter to christine.mcnaught@fwt.org.uk

Alternatively, post to:

Christine McNaught
Foleshill Women’s Training Ltd
70-72 Elmsdale Avenue
Coventry
CV6 6ES

If you require further details, please email

This post is exempt from the Rehabilitation of Offenders Act Posts will be subject to an enhanced DBS check and open to women only. (Exempt under the Equality Act 2010 Schedule 9, Part 1)

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