



Job Description for post of:

## P/T Creche Worker

1. KEY ELEMENTS	
JOB TITLE:	P/T Creche worker
LOCATION:	Oxgangs Neighbourhood Centre
REPORTS TO:	Centre Manager
SALARY SCALE:	Salary £8 per hour
HOURS:	<ul style="list-style-type: none"><li>▪ Typical 9 hours per week</li><li>▪ One Year contract (40 weeks)</li></ul>

  

2. JOB PURPOSE
<p>Oxgangs Neighbourhood Centre is an independent community organisation committed to serve the needs of the residents of Oxgangs, Edinburgh. We seek to bring local people into relationship with each other, to reduce poverty and to enable potential. We will resume our Mums &amp; Toddlers groups in late August of this year working in partnership with health professionals and with local mums to give our children the best start in life. The creche worker will be responsible to run the creche (including to oversee volunteers) and to support the coordinator in running the group programme.</p>

  

3. MAJOR TASKS & DUTIES TYPICALLY INCLUDE:
<ol style="list-style-type: none"><li>1. Caring for and engaging the babies and children</li><li>2. Ensuring a safe and healthy environment for the children</li><li>3. Setting up and clearing up after the group</li><li>4. Communicating with and encouraging the mums</li><li>5. Organising the equipment and materials for the creche</li><li>6. Supporting and supervising volunteer helpers</li><li>7. Ensuring proper policies and procedures are followed</li><li>8. Helping with refreshments and group activities where appropriate</li><li>9. Supporting the group coordinator and engaging with the group programme where required</li><li>10. Other tasks appropriate to the role of creche worker as required by the Centre manager</li></ol>

*This Job Description is not an exhaustive list of required activities but an indication of the duties and responsibilities required to fulfil the remit in a satisfactory manner.*



## Person Specification for post of: P/T Creche Worker

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	Evidence of experience of caring for babies and children	Previous employment in a childcare environment
<b>QUALIFICATIONS</b>	A commitment to participate in training.	Relevant childcare qualification. Evidence of undertaking opportunities for personal and professional development in a range of relevant areas.  Completion of a child protection course
<b>SPECIAL SKILLS</b>	<p>Excellent organisational skills</p> <ul style="list-style-type: none"> <li>• PROJECT DELIVERY           <ul style="list-style-type: none"> <li>A creative, positive and enthusiastic self starter</li> <li>A creative person full of ideas for a creche</li> </ul> </li> <li>• SKILLS           <ul style="list-style-type: none"> <li>Evidence of childcare understanding and skills</li> <li>The ability to work as part of a team</li> </ul> </li> <li>• COMMUNICATION           <ul style="list-style-type: none"> <li>A sound knowledge of child protection and good practice</li> <li>Ability to communicate clearly and articulately</li> <li>Ability to engage enthusiastically with young mums</li> </ul> </li> <li>• INTER PERSONAL SKILLS           <ul style="list-style-type: none"> <li>The ability to encourage young mums</li> <li>Excellent interpersonal skills, empathy and the ability to motivate others.</li> </ul> </li> </ul>	<p>Experience of running a creche or mums and toddlers group</p> <p>Experience of running activities for young children</p> <p>Experience of prior work with vulnerable adults</p>
<b>PERSONAL QUALITIES</b>	<p>Flexible and adaptable.</p> <p>An enthusiastic 'can do' attitude</p> <p>Strong energy and initiative.</p> <p>Ability to prioritise and to cope with multiple demands.</p> <p>A caring personality</p>	Evidence of the ability to work in a demanding environment with minimal supervision.