

A.A. AGENCY LTD

Please note our employers are Local Authority.

Job Title: Crèche Officer

Rate: £10.00 p/h

Location: Tower Hamlets, New Ham, Croydon, Richmond, Twickenham, Camden, Waltham Forest, Bromley. Wandsworth, Southwark, Kensington & Chelsea, Hays, Islington, Greenwich, City of London, Islington, Etc

JOB DESCRIPTION

JOB PURPOSE

- **Candidate MUST hold an NNEB qualification or NVQ level 3 in childcare.**
- To supervise children in the crèche ensuring that a safe welcoming and happy environment is provided where children can play, learn and enjoy the company of other children.
- Undertake full care of the children who attend the crèche.
- To work within the centre and crèche operating procedures and ensure compliance with Care Commission standards
- Ensure health and safety of children.
- Participate in training, meetings and keep records
- Provide a relaxed and happy environment for the child, in which she/he can play and enjoy the company of other children and staff.
- Plan and provide a choice of play activities, which create learning opportunities for the children in the crèche. These activities should include physical games, quiet games, messy play and storytelling. Staff to join in the children's play activities
- Comfort children, and change babies nappies and supervise older children's toileting as required
- Supervise children while they have snacks/drinks provided by parents/carers ensuring that hygiene, safety and welfare requirements are met and also maintaining awareness of any special needs re food, drink etc.
- Meet and welcome parents/carers and work with them to aid settling in of children.
- Ensure that all administration records are maintained.
- Administer the crèche admission process.
- Be proficient with the Code of Practice for Social Service Workers and Care Commission standards and inspection requirements
- Ensure safe, creative and appropriate play activities.
- Communicate with parents/carers regarding children's activities, behaviour and development

- Carry out and record all safety checks e.g. sleeping baby checks, toy and equipment safety checks.
- Ensure you understand the procedures for dealing with child protection issues.
- Carry out cleaning duties in the crèche area to ensure a safe and clean environment.
- Administer medication to children within the crèche medication guidelines.
- Provide emergency first aid to children as required
- Record all accidents/incidents on the relevant forms and reports to Duty Manager (or Supervisor)/Crèche Manager as appropriate
- Report any potential hazards to Duty Manager (or Supervisor) and Crèche Manager
- Ensure that all toys and equipment are set out prior to children's arrival and tidied away after children have left
- CRB Required.