

Job Description



Job Title: Creche Co-ordinator	Service Area: Our Newham – Learning & Skills	
Directorate: Community Wealth Building	Post Number: Fusion	Evaluation Number:
Grade: SO1	Date last updated: 15/07/2021	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Background

Newham Community Wealth Building

Newham has launched its Community Wealth Building strategy, underpinned by the principles of economic, social and environmental justice; so that long-term prosperity, wellbeing and fairness for all our residents in the Borough is achieved.

As well as attracting growth and investment into the borough, the Council's Community Wealth Building (CWB) strategy will help unleash the potential of residents, businesses and the voluntary sector because they are the source of wealth and talent that will drive a fairer and more prosperous Newham.

The CWB strategy will help the Council tackle injustices residents face with an unrelenting focus on poverty in the Borough, as well as addressing racial and gendered disparities that exists.

Overall Purpose of Job

The Crèche Coordinator is responsible for ensuring that children are safely and appropriately looked after during the periods in which their mothers/carers are using Our Newham – Learning & Skills Facilities and for providing them with a stimulating and varied programme of play.

Job Summary

Grade:	SO1
Hours of work:	36 hours per week FTE (to include some evenings and occasional weekends).
Responsible to:	Operational Lead
Responsible for:	x 3 Creche Leader

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Provide a caring and stimulating environment, ensuring to meet the overall safety and wellbeing of the children.
2. Ensure that play rooms are prepared and set out in readiness each day, and maintain a high standard of hygiene.
3. To plan, prepare and deliver activities for the diverse needs of the children and families accessing Crèche facilities, two-year-old provision and Drop-in services.
4. Perform and collate Ofsted relevant documentation / data and remain lead contact for Crèche related Ofsted inspections.
5. To foster the physical, social, emotional and intellectual development of all children attending the centre, including those with special educational needs.
6. To monitor, assess, record and produce written reports as a member of staff taking responsibility for key children's learning and development.
7. Provide appropriate and sensitive physical care in areas such as washing, toileting, feeding and dressing.
8. Promote the inclusion and acceptance of all users of the Crèche.
9. Cover any staff shortages by working in the nursery rooms or Crèche when required.

10. To work flexibly as may be required by the needs of the service i.e. working in the crèche or supporting group work.
11. Keep strictly confidential any personal information regarding the children, their families and others.
12. Support the Social Value Team with room and centre displays.
13. Ensure that all safeguarding and Centre policies and procedures are adhered to at all times
14. To be an active member on scoping out new clientele and establish partnership working with wider council and inter-departmental opportunity, with a view to commercialise the current Crèche offer.
15. To manage crèche bookings and organise the crèche rota weekly.
16. Ensure the database and paper files are kept up-to-date by crèche workers on duty, with children's names, ages and relevant notes /activities from each session.
17. Ensure timesheets are prepared monthly & signed off by your line manager; and ensure activities are kept within the Crèche budget.
18. Monitor children's activities in line with evaluation procedures and assist your line manager in preparing reports to funders of the crèche programme.
19. Prepare reports to the management team when required.
20. To assist the Child Protection Officer in ensuring that Our Newham – Learning & Skills Child Protection Policy is updated and responsive to legal and organisational requirements in consultation with other staff members.
21. With the Child Protection Officer, to train and/or organise staff training on Child Protection issues, and that crèche workers undertake training on working with child witnesses of domestic violence.
22. To work as part of the multi-disciplinary team within the centre, liaising on a regular basis with other professionals working with children attending the Creche.
23. To attend staff meetings and supervisions as required.
24. To keep up to date with current thinking by attending staff training and reading relevant documents.
25. To undertake other duties as delegated by the Operational Lead and Service Manager
26. To recruit Crèche workers and ensure that selected candidates are appropriately trained, DBS checked and in accordance with council recruitment policies.
27. To ensure the appropriate ratio of personnel to children at each session and allocate hours to workers accordingly.

28. To be responsible for organising and coordinating the work of other crèche staff in events where large numbers of children come to use the crèche.
29. To ensure that Crèche workers comply with Child Protection legislation and policy and access developing training when appropriate and with the approval of your line manager.

Other Duties

30. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity as required.
31. Assist with cross-council staff development as appropriate.
32. Contribute to the effective management and promotion of equality, diversity inclusion.
33. Work in accordance with the Health & Safety at Work Act and the council Safeguarding and Prevent procedures, ensuring the council is a safe environment for staff, students and visitors.
34. Work at all times in accordance with council's policies and procedures, using them consistently and appropriately in the management of the subject area.
35. Undertake duty management on a rota basis (this will include occasional evening and weekend duties, for which time off in lieu will be given)
36. Carry out such duties as may be required from time to time by the council that are appropriate to the grade of the post
37. The post holder may be required to work flexibly across the Learning & Skills service according to the needs of the service.
38. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
39. The post holder may be required to work at another site or from home according to the needs of the service.
40. The post holder may be required to travel to different Newham-based venues to deliver the service and to attend meetings both within and externally to the Borough.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE:	
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Application and Interview
Commitment to and understanding of Equal Opportunities.	Application and Interview
An understanding of the importance of play and the importance of parental involvement.	Application and Interview
EDUCATION/QUALIFICATIONS	
NVQ Childcare Learning & Development Level 3 – NNEB Or BTEC Childcare and Education or equivalent	Application and Interview

Two years' experience of working in a childcare setting	Application and Interview
<p>SKILLS AND ABILITIES:</p> <p>EXPERIENCE:</p> <p>Good numeracy / literacy skills and communication skills.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>The ability to relate easily to children, staff, parents and other agencies.</p> <p>Work constructively as part of a team, understanding roles and responsibilities and own position within these.</p> <p>The ability to work flexibly.</p> <p>Display commitment to the protection and safeguarding of children and young people.</p> <p>Sound understanding of child development issues and experience of organising activities for young children.</p> <p>Demonstrable ability to organise activities which promote learning, integration and equality in relationships.</p> <p>Awareness of how domestic violence impacts on children and families and the actions that should be taken.</p> <p>Line management or volunteer management experience.</p> <p>Excellent knowledge of the Children's Act and Child Protection legislation and issues.</p> <p>Excellent interpersonal and communication skills and ability to establish good rapport with children.</p> <p>Good ICT skills and use of relevant IT packages.</p>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Alert, observational and responsible attitude.</p> <p>Highly organised, pro-active and able and meet deadlines.</p> <p>Collaborative and willing to work as a team member.</p> <p>Initiative, resourcefulness and a "can do" attitude.</p> <p>Commitment to integrate equal opportunities principles in all aspects of the work.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

OTHER SPECIAL REQUIREMENTS:

Willingness and ability to work flexibility to maintain service delivery.

Application Form/Interview

Willingness to work independently as well as with any relevant stakeholders

Application Form/Interview

Duties undertaken by this post will require the post holder to have a fully enhanced DBS

Application Form/Interview

Understanding of confidentiality issues and how this is observed and maintained

Application Form/Interview

This post is exempt from **The Rehabilitation of Offenders Act (1974)**.

Application Form/Interview