

**Job description: Creche Assistant**

<b>Status</b>	<b>Hourly</b>
<b>Base</b>	<b>Waterloo Centre</b> <i>Post holder may be required to work across college sites and at other locations</i>
<b>Salary</b>	<i>£14.14 per hour</i>
<b>Hours of work (per week)</b>	Up to 10 hours per week over 36 weeks
<b>Reports to</b>	<i>Creche Manager</i>

**ROLE PURPOSE**

To provide of a high quality childcare service for the children of students and other users on site, ensuring that Morley maintains a safe, hygienic and stimulating environment for children, managing staff to ensure they are encouraging the social, physical, emotional and educational development of each individual child.

**MAIN ACCOUNTABILITIES**

- Keeping a record of the children's progress to share with parents and other carers
- Building and maintaining relationships with parents and other carers to facilitate the daily learning and care of the children
- Providing support to other nursery staff members
- Creating an environment that meets the needs of the children by considering their cultural and medical needs
- Advising the Nursery Manager about concerns relating to a child or parent while respecting confidentiality requirements
- Adhering to the nursery's policies and procedures, as well as legislative

requirements relating to childcare

- Maintaining high standards for safety, cleanliness and hygiene
- Creating fun and educational activities for the children under their care

## **GENERAL COLLEGE RESPONSIBILITIES**

### **General College Responsibilities**

All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:

- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach, supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

### **Safeguarding children and vulnerable adults:**

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

**WORKING WITH**

The post holder will develop productive working relationships with children of various ages, parents, external providers and staff across the College

**DBS STATUS**

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

**PERSON SPECIFICATION**

Job Title: Creche Assistant

**Essential Criteria:**

- GCSE English and Maths or equivalent A – C
- Be qualified to Diploma in Pre-School Practice, NNEB or similar level
- Proven experience of working effectively and efficiently in a childcare environment, preferably in a management capacity.
- Ability to establish good relationships with children, students/carers, and staff with particular emphasis on customer care.
- Experience of caring for children of different sexes and from different ethnic backgrounds.
- Awareness of adjustments necessary to care for children with special educational or other needs.
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount

**Desirable Criteria**

- Proven ability to adapt to change, work under pressure and respond to conflicting demands with minimum supervision.
- Good interpersonal skills with good oral and written communication, and the ability to work as part of a team
- Understanding of and commitment to the implementation of the College's equal opportunities and health & safety policies.

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