

Role Profile

Part A - Grade & Structure Information

Job Family Code	1/2CLES	Role Title	Creche Assistant
Grade	S1/2	Reports to (role title)	Family Centre Manager
JE Band	98-113	School	Mole Valley Family Centre
		Date Role Profile was created	Nov-19

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To be a member of a team of crèche workers, providing a stimulating and safe environment appropriate to the needs of individual children whilst their parents are participating in group activities or courses.</p> <ul style="list-style-type: none"> •Provide a safe and stimulating environment •Be involved in the children's activities with a view to supporting and extending their learning, ensuring that individual and group needs are met •Ensure that observations of the children are recorded in line with centre policy •Work in partnership with parents, consulting and sharing information with them about the needs and progress of their children •Evaluate each session as part of the team, and plan for the following week, leading on from and based on the evaluation and the needs and interests of the child •Undertake additional or other duties as may be appropriate under direction of Crèche Lead or Centre Leadership team.
Work Context	<p>Mole Valley Family Centre is lead and managed by Dorking Nursery School. The Family Centre is located in Dorking in Goodwyns Road. Mole Valley Family Centre offers outreach and targetted support to families throughout the area.</p> <p>This role is based at both the West Street and Goodwyns Road site as required.</p>
Line management responsibility	Not applicable
Budget responsibility if applicable	Not applicable

Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Support delivery</p> <ul style="list-style-type: none"> • Supervise conduct of pupils, ensuring safe and orderly conduct within designated areas. • Be familiar with safe use of outdoor equipment. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Carrying out simple and repetitive tasks in accordance with defined standards and quality. <p>Work with others</p> <ul style="list-style-type: none"> • Answer simple queries politely and refer others. • May carry out basic intimate care for pupils in the event of an emergency. • Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.</p> <p>Contribute to and influence children's learning and personal development.</p> <p><u>To have regard to and comply with safeguarding policy and procedures.</u></p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Basic numeracy and literacy. • Ability to understand basic health and safety and hygiene and other relevant procedures. • Able to operate basic equipment. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Able to exchange basic information verbally or in writing. • May be required to undertake manual handling and physically demanding work. • Basic IT skills
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Keen interest to develop and work with young children, attend relevant training and CPD for the post.</p> <p>Ability to be flexible and take own initiative.</p> <p>Attend meetings as directed.</p> <p>This post is subject to satisfactory references, DBS and pre-employment checks.</p>
Role Summary	<p>Roles at this level carry out basic supervision of children. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>

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