

## ***JOB DESCRIPTION***

### **DEPUTY CRÈCHE LEADER**



Rate of Pay:	£13.50 per hour (+5% Pension)
Hours:	25 hours per week
Annual Leave:	28 days plus 11 Customary Days
Duration:	Subject to Funding
Report to:	Crèche Leader
Job Purpose:	To assist in the running of the crèche and deputise for the crèche leader as and when required.

### **JOB TASKS AND RESPONSIBILITIES:**

#### **To have responsibility for the following:**

- 1) In the absence of the Crèche Leader the Deputy Crèche Leader will take on the full responsibility of the duties of Crèche Leader.
- 2) The Deputy Crèche Leader will supervise all 0 – 4 year old ‘in centre’ childcare provision and organise any 0 – 4 year old childcare provision when needed outside the centre – if this is required.
- 3) The Deputy Crèche Leader will maintain all relevant records, which include registers, booking forms and Little Vista App.
- 4) The Deputy Crèche Leader will provide and ensure:
  - a) A caring and stimulating play programme for the children, in line with the ethos of the Waterside Women's Centre;
  - b) The playroom is clean, tidy and meets health and safety regulations and carry-out informal risk assessments;
  - c) Assist in the induction of new childcare workers and volunteers;
  - d) Monitor, supervise and support childcare workers;
  - e) Inform mothers/carers of the playroom procedures;
  - f) Assist in identifying any special needs of the children attending the centre;
  - g) Ascertain the wishes of mothers/carers with regards to the needs of their children, e.g. length of time allowed before being informed if their children do not settle.
  - h) Assist in the updating of all agreed policies and procedures including Child Protection.
  - i) Assist with the preparation for annual Trust Inspections.
- 5) The Deputy Crèche Leader will attend staff meetings.
- 6) The Deputy Crèche Leader will attend management meetings on a rotational basis.

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- 7) The Deputy Crèche Leader will undertake relevant training as agreed with the Crèche Leader.
- 8) The Deputy Crèche Leader will support the training of a Crèche Assistant and Crèche Placements.
- 9) No alteration to this job description shall be made without the consent of the worker.
- 10) In the event of any dispute between the worker and Waterside Women's Centre, the procedures recommended by the Labour Relations Agency shall be followed.
- 11) No job description can cover every issue, which may arise within the post at various times. The post holder is expected to carry out other duties from time to time which may be required.