



Crèche Worker – Mums’ Support Group Job description

Job title	Crèche Worker – Mums’ Support Group (5 hours per week)
Salary	£16,112 (Pro rata - £8.37 per hour)
Reporting to	Community Services Manager
Location	Sevenoaks Wellbeing Centre, 34 St John’s Road, Sevenoaks, Kent TN13 3LW and Tonbridge Wellbeing Centre, 3 St Mary’s Road, Tonbridge, Kent TN9 2LD

Purpose of the role

To co-facilitate the Crèche at two of West Kent Mind’s Mums’ Support Groups providing a safe, caring and stimulating environment for children to be whilst their mums are attending the Support Group. You will be responsible for organising and implementing a stimulating and varied programme of activities for children aged four and under, within a group setting / or on an individual level.

Key tasks

- Ensure the overall safety and well-being of the children.
- Provide a caring, stimulating environment for the children.
- Ensure a high standard of hygiene on the premises.
- Keep parents up to date on their child’s progress and any issues that might arise whilst the children are in the crèche.
- Ensure that rooms are prepared and set out in readiness for the day.
- Help provide and take part in all activities.
- Keep strictly confidential any personal information regarding the children, their families or others.
- Ensure that the Crèche is delivered in accordance with West Kent Mind policies and procedures.
- To ensure that the appropriate contact details and information is collated.
- Undertake relevant training where necessary.
- Any other duties deemed reasonable.
- To encourage the overall aims of the Mums’ Support Group by helping the group to develop mutual support and trust in a positive atmosphere.
- To liaise with group facilitators.

- To liaise with staff at West Kent Mind about the progress of the group, and to inform West Kent Mind of any serious concerns about safety issues relating to a group member or child.
- To attend debriefing business, team-building, supervision meetings and training whenever possible.

Person specification

All experience may be paid or voluntary, full or part-time, in the UK or overseas.

Essential

- NVQ Level 2 or 3 in Early Years Care and Education or equivalent
- One year's experience of working in a childcare setting
- A commitment to the ethos of the Mums' Support Group
- An understanding of the importance of play and the importance of parental involvement
- Willingness to work at different locations
- Friendly, caring, helpful and flexible.
- Must also possess good listening skills, have patience, understanding and a non-judgmental attitude.

Desirable

- First Aid Qualification
- Safeguarding Qualification
- Personal experience of mental health issues similar to those faced by the Mums' Support Group members is desirable not essential.

This role is offered at 5 hours per week with the potential to work additional hours to cover staff absences, undertake training and attend staff meetings.

Terms and conditions

Hours of work	5 hours per week
Salary	£16,112 (Pro rata - £8.37 per hour)
Contract term	9 months

Holidays

23 days per year (calculated pro-rata for part-time employees) increasing by 1 day for each year of service to a maximum of 30. Bank holidays are also calculated on a pro-rata basis, these are discretionary and do not form part of your contract of employment.

Pension

We operate a contributory pension scheme, which you will be auto-enrolled into (subject to the conditions of the scheme).

Probationary period

This is usually 3 months but may be extended for a period of no more than 12 months.

Employee Assistance

All staff have access to an Employee Assistance Programme. This is a 24 hour service available 365 days per year.

Closing date: Friday 27th September, 2019
Interviews: Wednesday 2nd October, 2019