

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

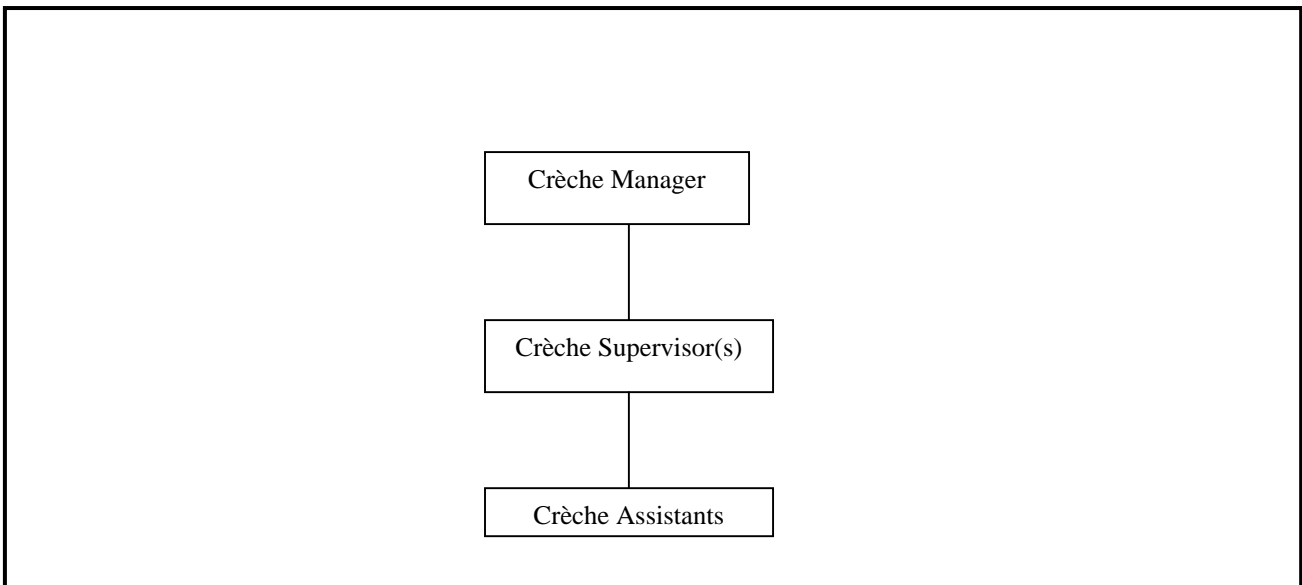
**ROLE PROFILE FORM**

**Section A**

<b>Role profile ref:</b>	02087
<b>Department/Section:</b>	Education (Schools)
<b>Role Title:</b>	Crèche Assistant
<b>Reports To - (Supervisor/manager's role title) :</b>	Crèche Supervisor or in some Crèche's, the Crèche Manager
<b>Role Purpose:</b> (why the role exists)	To provide a high standard of childcare within a stimulating and friendly environment that is physically and emotionally secure, in accordance with County Council policies, practice and OFSTED national standards.

**Section B Organisation**

*Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).*



**Section C**

**ROLE REQUIREMENTS**

*This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.*

<b>Accountabilities</b>	<b>Accountability Statements</b>	<b>% of Time</b>
<b>Service delivery</b>	<ul style="list-style-type: none"> <li>• Assist with the reception of children from their parents/carers, settling them into the crèche</li> <li>• Monitor the welfare of all children in the crèche, to ensure their emotional and physical well-being</li> <li>• Encourage play between the children and with adults in the crèche, developing their social skills</li> <li>• Encourage children to explore and investigate structured play activities and games, developing social and motor skills</li> <li>• Attend to the physical needs of children in the age range, including feeding and nappy changing, fostering their independence and self reliance</li> <li>• To follow, where possible, toilet training regimes as requested by the parents</li> <li>• Assist with the preparation of children prior to collection by parents/carer</li> </ul>	
<b>Liaison with parents</b>	<ul style="list-style-type: none"> <li>• To maintain a good relationship with parents and carers</li> <li>• To liaise with parents on care, progress and well-being of their child</li> <li>• To encourage parental involvement in the crèche where possible</li> </ul>	
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Under supervision of the Crèche Manager, assist with setting up the Crèche, before the start of the session so that the area is prepared for the arrival of the children</li> <li>• Clear equipment away as needed after its use, keeping the crèche area tidy</li> <li>• Report any defects or maintenance issues with the equipment or fabric of the building immediately to the crèche manager</li> </ul>	
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Maintain high standards of cleanliness and hygiene for the children, crèche equipment and environment</li> <li>• Change children's clothing as soon as necessary to maintain standards of cleanliness</li> <li>• Ensure any accidents are attended by the trained first-aider immediately</li> </ul>	

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<p>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</p>	<ul style="list-style-type: none"> <li>• Maintain an awareness of Crèche, national and statutory policies and requirements and apply these in the workplace</li> </ul>	
<p><b>Section D - The key decision making areas in the role</b></p>		
<ul style="list-style-type: none"> <li>• How to interact with children, deciding when to interact to assist in children's play or to dispel upsets/arguments</li> <li>• When to report incidents and developments to parents/carers</li> <li>• When to report defects with equipment/building to the crèche manager</li> <li>• First Aid – when to take remedial action</li> </ul>		
<p><b>Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)</b></p>		
<ul style="list-style-type: none"> <li>• Dependent on Crèche size, between x and x number of children will attend. A ratio of children per member of staff will be agreed by the Crèche dependent on location and type of children in attendance</li> <li>• Dependent on size of crèche, working with up to x member of staff</li> <li>• No financial responsibilities</li> </ul>		
<p><b>Section F - The main contacts – external/internal customer contacts and purpose</b></p>		
<ul style="list-style-type: none"> <li>• Staff within the crèche</li> <li>• Parents</li> <li>• External agencies e.g. medical or social services</li> </ul>		
<p><b>Section G - Working conditions – environment, and physical effort or strain.</b></p>		
<ul style="list-style-type: none"> <li>• Moving of equipment, bending, stretching and working at low levels</li> <li>• Exposure to bodily fluids – nappy changing, vomit etc</li> </ul>		
<p><b>Section H - Context/additional information</b></p>		
<p></p>		

**PROGRESSION IN ROLE**

**Section J - Entry: Necessary role-related knowledge, skills and experience at selection**

- Experience of working with children in this age range (x – x years)
- An understanding of the needs of children between the ages of x and x years
- Caring and calm manner when working with children
- The ability to communicate effectively with children and parents
- Able to work on own initiative and as part of a team

**Section K – Initial induction/training required to become effective in the role**

**Estimated time to become operationally effective**

2-3 months (dependent on number Crèches attended per week)

- Potentially obtain and keep up to date a first aid certificate
- Understanding of policies and procedures within the crèche

**Section L – Operationally effective: How would effectiveness in role be demonstrated?**

- Able to identify an individual child’s needs and foster their development , independence and self reliance
- Able to act on own initiative without always referring to a senior member of staff

**Section M - Adding value: What characteristics will the advanced role holder demonstrate?**

- Able to take on responsibility for arranging activities
- Able to review a child’s progress, liaising with parents without recourse to a senior member of staff
- Act as a mentor to new members of staff or student placements