

## 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.

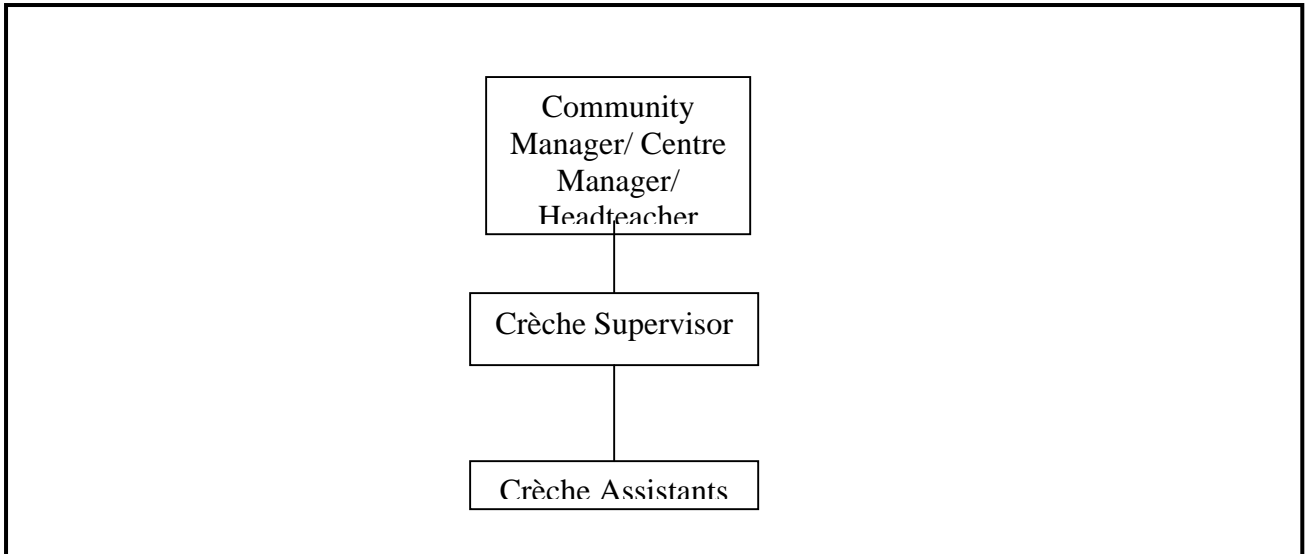
### **ROLE PROFILE FORM**

#### **Section A**

<b>Role Profile Form Number</b>	<b>01568</b>
<b>Department/Section:</b>	<b>Education (Schools or Early Years Centres)</b>
<b>Role Title:</b>	<b>Crèche Supervisor</b>
<b>Reports To - (Supervisor/manager's role title) :</b>	<b>Community Manager/Centre Manager/Headteacher</b>
<b>Role Purpose: (why the role exists)</b>	<b>To manage staff in the provision of a high standard of childcare within a stimulating and friendly environment and is physically and emotionally secure, in accordance with County Council policies, practice and OFSTED national standards.</b>

**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>Management of Service delivery</b>	<ul style="list-style-type: none"> <li>• To manage crèche assistants, ensuring children are settled into the crèche, play is encouraged between the children and adults and that children are encouraged to investigate and explore, developing their social and motor skills.</li> <li>• Work as a team to monitor the welfare of the children in the crèche, ensuring their emotional and physical wellbeing</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>• Ensure toilet training regimes requested by parents are followed, where possible</li> <li>• Set up a system of “key workers” each crèche assistant is responsible for particular children and their records</li> <li>• Attend staff meetings/ meetings with SENCO and work along side other professionals to ensure positive and appropriate learning environment</li> <li>• Ensure appropriate records are kept</li> </ul>	60

HAMPSHIRE COUNTY COUNCIL

<p><b>Liaison with parents</b></p>	<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> <li>• Arrange home visits to develop this relationship where necessary</li> </ul>	<p>20</p>
<p><b>Staff Management</b></p>	<ul style="list-style-type: none"> <li>• Manage the staff rosters in the crèche to ensure adequate staff numbers to children</li> <li>• Ensure staff appraisals are completed in line with the staff development policy</li> <li>• Arrange training/development opportunities for staff where required</li> </ul>	<p>10</p>
<p><b>Resources</b></p>	<ul style="list-style-type: none"> <li>• Ensure all equipment is set up before the start of the session and that the equipment is tidied away and clean</li> <li>• Ensure any reports of faults or damage are attended to immediately, liaising with line manager/caretaker of the building as required.</li> </ul>	<p>5</p>
<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> <li>• Ensure that staff 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>	<p>5</p>

**Section D -The key decision making areas in the role**

- Staff rosters to ensure adequate staffing numbers
- Arrangement of crèche equipment/ activities for children
- How to interact with children, deciding when to interact to assist in children's play or to dispel upsets/arguments
- When to report incidents and developments to parents/carers
- When to report defects with equipment/building to the line manager
- First Aid – when to take remedial action

**Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)**

- 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
- Dependent on size of crèche, working with up to x member of staff
- No financial responsibilities

**Section F - The main contacts – external/internal customer contacts and purpose**

- Staff within the crèche
- Parents
- External agencies e.g. medical or social services

**Section G - Working conditions – environment, and physical effort or strain.**

- Moving of equipment, bending, stretching and working at low levels
- Exposure to bodily fluids – nappy changing, vomit etc
- May require some home visits, in which case the person will be expected to adhere to loan working policies and practices

**Section H - Context/additional information**

--

**PROGRESSION IN ROLE**

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

- NVQ3 in child care or equivalent
- Experience of organising staff rosters, staff development and appraisal
- Experience of working with children in this age range (x – x years)
- Clear understanding of developmental needs of children, including activities that encourage social and motor skills development
- 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 when issues are referred to you

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

## HAMPSHIRE COUNTY COUNCIL

- 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