**ROLE DESCRIPTION**

**ROLE TITLE:** Crèche Assistant

**REPORTING TO:** Family Centre Operations Manager

**LOCATION:** Stanwell Family Centre

**HOURS:** 0 – 3 hours per week (Fridays 9:00 – 12:00) Term time only

**SALARY:** £0 as this is a voluntary position

**CLOSING DATE:**  **INTERVIEW DATE:**

**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

**Our Vision**

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

**Our Mission**

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of deprivation.

**Stanwell Family Centre (previously Stanwell Children’s Centre)**

The multi-agency approach of Family Centres is at the heart of Surrey County Councils Effective Family Resilience and Early Help Strategy. Family Centres play a central role in providing Early Help, in improving outcomes for all young children, and in reducing inequalities in outcomes between the most disadvantaged children and the rest.

Family Centres will provide access to high quality Early Help and targeted services, health, family support and employment related services. All services developed ensuring that the needs of children are paramount.

Each Family Centre is intended to become the first port of call for families in need or requiring additional support with the challenges that parents face every day bringing up their children.

**Overall purpose of the role**

Part of the approach to the above involves providing a range of courses for parents to attend. In order to enable parents with young children to attend, Stanwell Family Centre offers a crèche for parents who require childcare. A Crèche Assistant provides valuable support to crèche staff in the care of children aged 0 - 4 years, whilst their parents attend courses.

They will assist in setting up activities, engaging the children in play, ensuring their needs are met, such as giving snacks.

**Duties and Responsibilities**

* To set up a variety of activities for children to play with.
* To engage children in play during the session.
* To assist with giving children snacks as required.
* To provide emotional support to children when required.
* To tidy the playroom and garden at the end of the session.
* To clean toys and resources.

This role offers opportunity for training and work experience.

**Working conditions for this role:**

* Manual handling of resources up to 5kg regularly
* Working with children aged 0-4 years and their families
* Adherence to relevant Family Centre Policy and Procedures is essential.

**Person Specification**

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| **Essential** | **Desirable** |
| Reliability | Level 2 or above Qualification in Children’s care, learning and Development, or equivalent. |
| Ability to communicate clearly orally and in writing. | Ability to speak languages in addition to English |
| Ability to apply relevant safeguarding and health & safety policies and procedures | Experience of working with children under 5 years. |
| Desire to work with children under 5 years | Good level of education with good literacy and numeracy skills |
| Willingness to complete training in Safeguarding Children, First Aid, Equality and Diversity | Vision, enthusiasm, good self-presentation, determination, dedication and a sense of humour |
|  | Working in a voluntary or paid capacity in a community setting, e.g. residents’ association, community group, playgroup etc. |
|  | Commitment to continuous training and development |
|  | Understanding of equality and diversity. |

An enhanced DBS is required for this role.

**For an initial discussion about this role please contact the Family Centre on**

**01784 241407**

**To submit an application please complete an application form and send it to** [**recruitment@surreycaretrust.org.uk**](mailto:recruitment@surreycaretrust.org.uk)