



Post: Acorn Project Mobile Crèche Leader
Post No: LSS61
Base: Acorn Centre, Abergavenny
Grade: Band D SCP 17-21
Salary: £10,292.91 - £11,697.14 per annum
Hours: 25 hours a week (39 weeks a year)
Start Date: ASAP

Duration of Contract until: 31 March 2016

Monmouthshire Acorn Project are looking to recruit a CACHE Level 3 Mobile Crèche Leader to lead short crèches of up to two hours primarily across Monmouthshire (primarily Monmouth and Abergavenny) whilst parents access parenting programmes, short courses and other local programmes. We are looking for a candidate who is able to work well with the wider teams and who is able to take responsibility for the crèches and work on their own initiative ensuring both their own and the safety of the children in the crèche settings. The successful candidate will also be required to support other services within the Acorn Project. The successful candidates will be qualified to Cache Level 3 or equivalent and will have experience of running mobile crèches and working within the community. The ability to travel across Monmouthshire and access to a car is essential as is the flexibility of the work pattern for this post.

For a discussion about this post, please contact:
Clair Evans – Acorn Project Manager on 01873 735020 or via email
clairevans@monmouthshire.gov.uk

Application forms can be completed online or down loaded via:
<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:- Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Closing Date: Midday, Friday, 27 February 2015

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to a DBS Enhanced Disclosure Check. Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job share.



JOB DESCRIPTION

Post: Acorn Project Mobile Crèche Leader

Post No: LSS61

Base: Acorn Centre, Abergavenny

Grade: SCP 17-21

Hours: 25 hours a week (39 weeks a year)

Job Purpose: To deliver a mobile crèche service that provides stimulating play opportunities in different venues across Monmouthshire for children from birth.

Key Responsibilities:

- To lead/deliver mobile crèches
- To care for children in crèches in a variety of venues across the whole of Monmouthshire in line with CSSIW and Acorn Project requirements
- To travel throughout the County with the appropriate equipment to run a crèche with children
- Improve children's ability to learn by providing stimulating play activities
- To support other services within Acorn Project as and when required.
- Together with others, plan sessions and themes for crèche sessions
- Ensure the safety of the children whilst they are in the Crèche and in other Acorn Project provisions
- Ensure equipment is safe, clean and fit for purpose i.e. to clean equipment, toys, kitchen areas and changing areas used by the crèche
- Liaise with other Acorn Project Staff to meet the needs of the children within the Crèche and other Acorn Project provisions
- To communicate effectively and sensitively with adults and children attending the crèches
- To work as part of a team
- To support the crèche assistants and casual staff that may work in the crèche settings
- Maintain accurate records, registers etc.
- To attend supervision meetings with the childcare coordinator
- To ensure that the Monmouthshire Safeguarding Policy is understood and implemented at all times
- To undertake additional training such as safeguarding, manual handling, first aid and any additional other relevant training

- To maintain safe working practices for self and others in accordance with the authority's policy statement on Health and Safety at work
- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

The job description reflects the major tasks as carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interest of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out with the post holder.

Signature of Post holder:

Dated:



PERSON SPECIFICATION

Post Title: Acorn Project Mobile Crèche Leader

Post Number: LSS61

Grade: SCP 17-21

1	Requirements	High/Medium/Low	How Tested
	Education/Qualifications/Knowledge Experience		
	CACHE Level 3 or equivalent in childcare	High	Application Form
	2 years experience of working with children from birth	High	Application Form
	Experience of running mobile crèches within the community	High	Application form/Interview
	Relevant First Aid Certificate	Medium	Application Form
	Knowledge of CSSIW Regulations regarding day care	High	Application Form/Interview
	Experience of working with families	High	Application Form/Interview
	Knowledge of child protection procedures	High	Interview
2	Communication & Interpersonal Skills		
	The ability to work in partnership with parents, Sure Start, Flying Start & external agencies	High	Interview
	Good communication skills with both adults and children	High	Application Form/Interview
	An empathetic approach to working with parents & children who may be disadvantaged by poverty, low confidence and self-esteem.	High	Interview
3	Aptitude and Skills		
	The ability to work on own initiative and also part of a team	High	Application Form
	The ability to manage children displaying difficult behaviour	High	Application Form/Interview

	Ability to maintain a high level of confidentiality	High	Application Form/Interview
	A creative and innovative approach to the delivery of the service	High	Interview
4	Equal Opportunities		
	A commitment to the principles of equal opportunities and empowerment and the ability to demonstrate this in day to day practice.	High	Interview
5	Special Circumstances		
	Enhanced DBS Check will be carried out	High	