

JOB DESCRIPTION

Job Title:	Crèche Assistant
Reports to:	Crèche Manager
Working with:	Crèche Staff and Crèche Manager
Location:	Oak Hill College, Southgate, London, N14 4PS

Oak Hill College is a Christian theological college in North London, training students for ministry in the Church of England and Independent churches, and for other spheres of Christian service. Oak Hill provides full-time and part-time training. It has validated academic programmes at undergraduate and postgraduate level awarded and quality assured by Middlesex University.

Aim of this Position

As a member of the College's Crèche Staff Team, and under the overall direction of the Director of Operations and Finance, the post-holder will provide good quality childcare to College parents whom credit or audit lectures within the on-site Crèche facilities.

Principal Duties

Care of Children

Under the direction of the Crèche manager, or in their absence the session leader, the candidate must be able to:

- Follow instructions from the manager
- Confidently engage with and supervise up to 4 children at once
- Use own initiative in settling in children and dealing with upsets and injuries
- Further each child's development through play
- Help with personal care of each child, including nappy changing
- Physically keep up with the children and their energy levels
- Work with full regard to Health & Safety
- Have sympathetic understanding of the aims and Christian ethos of the college

Oak Hill College will review, amend and update the Job Description, from time to time, in consultation with the post holder.

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Safeguarding

Under the requirements of Safeguarding, the candidate must:

- Must adhere to colleges safeguarding policy.
- Must qualify for an enhanced DBS check.

Parents as partners

The candidate must be able to maintain a professional manner when communicating with parents and carers at the beginning and end of sessions. The candidate must report any important information communicated by a parent or carer to the Crèche manager regarding a child's needs or development.

Policies and Procedures

The candidate must adhere to the Crèche policies and procedures at all times. Any questions should be raised with the Crèche manager.

Flexibility

The candidate must be able to do the following:

- Be flexible-within reason to cover a session at short notice.
- Be flexible on hours that can be worked. Session times change every academic term due to demand for certain lectures to be covered.
- Alert manager if they are unwell as soon as possible so cover can be sought.
- Help set up and clear away at the end of every session.
- Attend session without own child(ren).

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