

**Signposts Multi Agency Resource Centre
Regent Road, Morecambe LA3 1TE
Sessional Mobile Creche (level 3 qualified)**

Job Description

Accountable to	:	Project Director
Grade	:	NJC & APT Scale 3 Point 14
Hours	:	Sessional
Holiday entitlement	:	Not Applicable
Probationary period	:	3 months
Contract of Employment	:	Full terms and conditions issued

Job Purpose

Duties

1. To lead a team of sessional childcare workers to deliver a sessional mobile creche for children under 5,
2. To pick up team and resources from base and transport to delivery point.
3. To be innovative and creative.
4. Provide practical support and advice to parents.
5. To work collaboratively with the crèche manager.
6. To maintain records and statistics as agreed
7. To undertake regular monitoring and evaluation of the service.
8. To demonstrate a commitment to Equal Opportunities, recognising disadvantages faced by vulnerable people living in the community.
9. To be able to work flexible hours that may include some evenings and weekends.

Professional Responsibilities

1. To ensure a high standard of professional conduct in dealing with other services and members of the public.
2. To attend team meetings.
3. To be conscious of the necessity for good public relations with the local community.
4. To participate in training courses as required.
5. To adhere to Health and Safety Guidelines.
6. To adhere to Signposts' Policies including Confidentiality.
7. To guide other members of the childcare sessional team.

Project Director

April 2006