

**Signposts Multi Agency Resource Centre
Regent Road, Morecambe LA3 1TE**

Sessional Assistant Creche Support Worker (unqualified)

Job Description

Accountable to	:	Project Director
Grade	:	NJC & APT Scale 1 Point 4
Hours	:	Sessional
Holiday entitlement	:	Not Applicable
Probationary period	:	3 months
Contract of Employment	:	Full terms and conditions issued

Job Purpose

Duties

1. To aid in the delivery of a sessional mobile creche for children under 5,
2. To be innovative and creative.
3. Provide practical support and advice to parents.
4. To work collaboratively with the crèche manager.
5. To support the maintenance of records and statistics as agreed
6. To provide information for the monitoring and evaluation of the service.
7. To demonstrate a commitment to Equal Opportunities, recognising disadvantages faced by vulnerable people living in the community.
8. 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.

Project Director

April 2006