

**WOMEN'S CENTRE DERRY**  
**Beibhinn House**  
**5 Guildhall Street**  
**Derry**

**JOB DESCRIPTION**

**Job Title:** Childcare Worker

**Location:** Women's Centre Derry

**Hours:** 35 hours per week

**Reports to:** Creche Co-ordinator

**JOB TASKS AND RESPONSIBILITIES**

1. To work with the Creche Co-ordinator to supervise 0-4's in creche childcare provision and help organise 0-4 year old childcare provision for out centre work.
2. To work with the Creche Co-ordinator to maintain all relevant records, which include registers and booking forms.
3. To work with the Creche Co-ordinator to provide and ensure a caring and stimulating play programme for the children.
4. The childcare worker will: -
  - a) Carry out all tasks as necessary and instructed to provide quality care for the children.
  - b) Advise of the need to replace/acquire new equipment, materials and resources.
  - c) Supervise and support childcare assistants and placements.
  - d) Inform mothers/carers of the playroom procedures.
  - e) Identify any special needs of the children attending the centre.
  - f) Ensure the playroom is clean, tidy and meets health and safety regulations
  - g) Ensure the provision of a high quality environment to meet the needs of individual children from different cultures, different religious backgrounds and children at different stages of development.
5. Maintain and respect confidentiality of all information received.
6. Meet monthly for supervision and review.

7. Work within The Women's Centre Child Protection Policy and Procedures
8. Attend staff meetings.
9. Attend general meetings of parents when required.
10. Undertake relevant training as agreed with the management.
11. Time off in lieu will be given for all work or meetings attended outside the normal working hours.
12. Holidays and time off in lieu will be negotiated with the Creche Co-ordinator and the Finance Administrator to ensure adequate staff cover for the running of the crèche.
13. No alteration to this job description shall be made without the consent of the worker.
14. The worker may be required to undertake any tasks from time to time in furtherance of the interest of Women's Centre Derry.