

## committed to helping everyone live their best life

It's quite simple. As part of the Active Tameside team, while you're helping others to live their best life, we'll be helping you to live your best life too.

As an awarding winning and compassionate Charitable Trust we have your health, wellbeing and happiness at heart, offering excellent training, development and career progression, a host of benefits including a local government pension scheme and free Active Premier membership with access to all 7 of our facilities. Membership includes gym, classes, general swim, spa and exclusive Les Mills virtual classes on our app - all worth £34.99 per month.

**Help us make a difference. Be part of something special.**

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## Casual Creche Assistant

<b>Salary:</b>	£9.43 - 20years of age and under £11.44 - 21years +
<b>Location:</b>	Tameside Wellness Centre and Active iTrain
<b>Working hours:</b>	Various
<b>Contract type:</b>	Casual
<b>Closing date:</b>	Open
<b>Job Reference:</b>	AT114

## how to apply

To apply for this position please fill out the form online or alternatively complete an application form and return it to **HR@activetameside.com** or Human Resources, Active Tameside, Active Ken Ward, Hattersley Road East, Hattersley, Hyde, SK14 3NL.

Application forms can be found on **www.activetameside.com/job-vacancies** or email **HR@activetameside.com**. For help or advice in completing the application form please contact Human Resources on 0161 366 4814.

## job description



## here for Tameside, not for profit.

Active Tameside is a registered charity which means 100% of our profits go back into ensuring the best possible facilities and services for the Tameside community.

Find out more at [activetameside.com/charity](http://activetameside.com/charity)



To form an integral part of the Operations Team and to assist in delivering an efficient and effective service in relation to the crèche facility. To contribute towards providing the utmost in terms of customer service and working to do all you are able to ensure customers continue to use services.

## role profile

<b>Role Title:</b>	Casual Creche Assistant
<b>Grade:</b>	B
<b>Date:</b>	October 2021
<b>Responsible to:</b>	Creche Attendant

### Accountabilities:

All our roles play a key part in delivering our strategic themes to achieve our goals:

1. Contribute towards achieving a positive culture in delivering our dynamic and life enhancing strategy and outcomes. Build positive and effective relationships with customers, colleagues, partners and key stakeholders.
2. Ensure that the safety and welfare of users of the centre is assured through the knowledge and implementation of Normal Operating Procedures and Emergency Action Plan Procedures.
3. To ensure that the children during their stay are provided with quality play and activities. To ensure that the crèche, ancillary areas and equipment are maintained and that a high standard of cleanliness and safety is achieved.
4. To ensure the children are toileted and washed. Children who are not toilet trained should be changed and washed to avoid discomfort or distress.
5. Be a flexible and proactive team member who inspires improvements and developments in people, performance and processes. To inspire a "best in class" approach in representing our brand internally and externally.
6. Live and breathe the vision and values of Active Tameside in a customer focused way to drive us to be the best that we can be. To assist and to be an active role model in delivering our policies and procedures.

### Requirements:

Our recruitment process will include you demonstrating these requirements from your application form, interview and/or assessment(s):

**Knowledge**

*Level 3 Diploma in Childcare & Education.*

**Knowledge and understanding of Health and Safety procedures within a crèche setting**

**Knowledge of equal opportunities issues and appreciation of equal opportunities within service provision.**

*Understanding of the Children's Act.*

**Skills**

**Excellent customer service skills.**

**Excellent communication skills.**

**Ability to work well on own initiative and within a team.**

**Commitment to personal development.**

**Ability to work under pressure.**

**Experience**

**Empathy and understanding of children's needs**

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**Experience in play related work with under 5's.**

**Essential Criteria – in bold**

*Desirable Criteria – in italics*

**our employee  
lifecycle**



**Hire me** Provide a job role that enables me to utilise my unique talents ensuring individuals are fit for purpose and success.

**Develop me** I am supported by managers that will help me develop as an individual to be the best I can be.

**Manage my performance** Provide an environment that promotes continuous learning and development. Managers and employees are clear on their mutual expectations and managers provide helpful and constructive feedback.

**Engage and motivate me** I am able to participate in decisions that affect me and my team. And concerns I have are dealt with urgently with any issues dealt with sensitively and with emotional intelligence.

**Thank me** My time and extra effort are recognised and appropriately rewarded. Leaders and managers show respect for my time.

**Wish me farewell** My feedback is appreciated and may enable continued improvements in the workplace for others.