Job Description for a

Crèche Co-ordinator

Wycliffe Hall is an evangelical college in the heart of Oxford. It is both a theological college of the Church of England and a Permanent Private Hall of the University of Oxford. Our vision is to see the nations transformed by the gospel, and, with that goal in mind, our mission is to renew Christian leaders in prayer, character, preaching and thinking. The Hall trains ordinands for Anglican ministry and independent students for undergraduate and postgraduate qualifications. This includes ordinands taking diplomas and degrees on ‘Common Awards’ through the University of Durham. The total full-time student body is in the region of 150, with another 60 on an American Studies programme in Oxford, and about 20 part-time students. There are also about 30 students who take classes at Wycliffe while studying with the Oxford Centre for Christian Apologetics.

Wycliffe Hall is seeking to appoint a Crèche Co-ordinator to take up the post as soon as possible. The Hall provides a crèche for pre-school children of students studying at Wycliffe Hall. The crèche also provides an opportunity for spouses to be involved in college life and to support families in training. The crèche is staffed by the Crèche Co-ordinator and volunteer helpers. The current hours are Monday, Tuesday, Thursday and Friday 1000-1200, plus Thursday 1100-1230 (for parents attending Bible Study). These sessions are held during term time only. Ideally, we are looking for someone who could give the job a commitment of least 2 years.

This post is subject to an Enhanced DBS Disclosure.

**Employment:** Part-time, currently 18 hours, term-time only

**Responsible to:** Bursar
Key responsibilities:

In relation to the children:
1  To plan, co-ordinate and supervise the crèche sessions in accordance with the National Standards and ‘birth to 3 years’ framework. In the event of personal absence, arrange for an alternative helper to be supervisor for the session.
2  To provide a loving and caring atmosphere in which the children can feel secure.
3  To encourage and facilitate creative play, learning and physical development based on National Standards and ‘Early Years Foundation Stage’ (EYFS), using a variety of resources available.
4  To maintain a safe environment, by complying with health and safety regulations.
5  To maintain a register of personal details/emergency contact numbers for each child present at crèche sessions.

In relation to the College staff, students and students’ spouses:
1  To work in close liaison with the College management, Crèche representative and ‘Contact’ team, including informing the Bursar of all manned sessions occurring on college premises. To collect crèche fees to forward to the Accountant.
2  To ensure that there is a consistency of volunteer helpers as far as is possible.
3  To retain oversight of all crèche sessions, whether set up by her/him, or not.
4  To plan, organise and be present at crèche sessions for the Open Days and the Welcome Day for new students and spouses.
5  To help produce a leaflet with the Crèche rep for students and spouses setting out crèche goals and times, etc.
6  To meet at regular intervals with his/her line manager, Contact committee (and the Common Room committee if necessary) to receive supervision and discuss relevant issues (eg if there is the need for additional/occasional crèche sessions during the next term).

In relation to the volunteer helpers:
1  To supervise/support the work of the voluntary crèche helpers.
2  To maintain a register of willing volunteers, and to fulfil any legal requirements, maintaining up-to-date forms of reference and maintaining contact with the Safeguarding Officer in regard to DBS checks.

All these tasks will require compliance with the Data Protection and Copyright laws.
Person Specification

The candidate must have:

- Relevant training and experience with childcare
- Interest, awareness and knowledge of the National Childcare Standards and the Early Years Foundation Stage.
- Effective communication skills with both children and adults
- Enthusiasm about providing appropriate educational activities
- Ability to support volunteers
- Ability to organise crèche resources
- Qualification in First Aid for children, or willingness to attend a training course to obtain such a qualification

The candidate will demonstrate:

- Full sympathy to the Christian ethos of the college
- Motivation and enthusiasm to be resourceful, creative and flexible in their work with children and adults
- Willingness to serve and share their talents with a kind, gentle spirit toward small children and their parents
- Ability to welcome parents, children and students
- Deep belief in the value and importance of small children
- Dependability and diligence
Conditions of Appointment

Remuneration: The current rate of pay is £12.50 per hour inclusive of increments for holiday pay at the statutory rate.

Hours: 18 hours per week during term time (around 29 weeks per year)
- 15 hours per week: Crèche sessions (which includes setting up and tidying away)
- 3 hours per week: Administration and planning for Crèche sessions

Pension: The Hall operates a Group Personal Pension Plan. The Hall will contribute a sum equal to 10% of salary to a personal pension established within this scheme. A salary exchange option is also available.

Probationary Period: This position is offered subject to the satisfactory completion of 6-month probationary period. The capability and disciplinary provisions are set out in the employee handbook.

Meals: The appointee will be entitled to free meals during stated working hours except when the kitchens are closed.

Training: Wycliffe Hall encourages all staff to undertake appropriate and relevant training.

General: The job description is correct as at 04 December 2017. It may be amended from time-to-time, following consultation with the Bursar and the post-holder, to reflect developments in or changes to the job.

Persons wishing to have informal discussions of the position are welcome to contact Andy Butterworth (01865) 274216

Applications
To apply for this post, please send your CV and a letter explaining why you want this role to:

Elizabeth Scott
Wycliffe Hall, 54 Banbury Road,
Oxford, OX2 6PW.
Tel: 01865 274201
E-mail: principals.pa@wycliffe.ox.ac.uk
Website: www.wycliffe.ox.ac.uk

- Applications are to arrive by 12 noon on Friday 2 March.
- Interviews are likely to be held at Wycliffe Hall during March.
- Applications may be submitted by email.