Sample Job Description for people working with under 18s.

### Part A: to be completed by a representative of St James’ Church, Devizes

<table>
<thead>
<tr>
<th>Name of worker</th>
<th>Name of group (e.g. Ignite)</th>
<th>Where and when the group meets</th>
<th>Main aim of group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crèche –Co-Ordinator</td>
<td>Crèche</td>
<td>During Informal and All Age Worship Services</td>
<td>To provide good quality care for babies and pre-school children with optional and appropriate bible teaching.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age range</th>
<th>Person to whom worker is directly responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3 years (approx.)</td>
<td>Education Working Group Co-Ordinator</td>
</tr>
</tbody>
</table>

**Description of the work to be undertaken** (include preparation and clearing away where necessary)

- Organise rota for Crèche volunteers and distribute.
- If in Church during Informal and All Age Worship Services check the Crèche volunteers have arrived and arrange cover as necessary.
- Deal with any queries/concerns from the Crèche volunteers.
- Regularly Check Crèche toys/equipment are clean and tidy.
- Check supplies of Register Sheets and name stickers and replenish as necessary.
- Attend Education Working Group Meeting.
- Write report/update on Crèche for PCC as requested.
- Introduce potential new Crèche volunteers to Vicar to start CRB process.
- Meet with new Crèche volunteers as necessary to discuss the role.
- Meet with or write and distribute a newsletter to update Crèche volunteers with plans/developments for the crèche.
- Ensure that Crèche volunteers feel valued, appreciated and part of a team – a vital Ministry at St James’.

### Part B: to be completed by the worker with children/young people

**Declaration:**

I have understood the nature of the work I am to do with children/young people.

I have read and understood the overview of St James’ Policy for safeguarding children and young people.

I understand that it is my duty to protect the children and young people with whom I come into contact.

I know what action to take if an allegation of abuse is made or is suspected.
1 copy to be retained by the worker and 1 copy to be retained by St James'.