

Sample Job Description for people working with under 18s.

| <b>Part A : to be completed by a representative of St James' Church, Devizes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
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| Name of worker<br>Crèche –Co-Ordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Name of group (e.g. Ignite)<br>Crèche                                                 |
| Where and when the group meets<br>During Informal and All Age Worship Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| Main aim of group<br>To provide good quality care for babies and pre-school children with optional and appropriate bible teaching.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| Age range<br>0-3 years (approx.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Person to whom worker is directly responsible<br>Education Working Group Co-Ordinator |
| <p><b>Description of the work to be undertaken</b> (include preparation and clearing away where necessary)</p> <ul style="list-style-type: none"> <li>• Organise rota for Crèche volunteers and distribute.</li> <li>• If in Church during Informal and All Age Worship Services check the Crèche volunteers have arrived and arrange cover as necessary.</li> <li>• Deal with any queries/concerns from the Crèche volunteers.</li> <li>• Regularly Check Crèche toys/equipment are clean and tidy.</li> <li>• Check supplies of Register Sheets and name stickers and replenish as necessary.</li> <li>• Attend Education Working Group Meeting.</li> <li>• Write report/update on Crèche for PCC as requested.</li> <li>• Introduce potential new Crèche volunteers to Vicar to start CRB process.</li> <li>• Meet with new Crèche volunteers as necessary to discuss the role.</li> <li>• Meet with or write and distribute a newsletter to update Crèche volunteers with plans/developments for the crèche.</li> <li>• Ensure that Crèche volunteers feel valued, appreciated and part of a team – a vital Ministry at St James'.</li> </ul> |                                                                                       |

| <b>Part B : to be completed by the worker with children/young people</b>                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>Declaration:</b></p> <p>I have understood the nature of the work I am to do with children/young people.</p> <p>I have read and understood the overview of St James' Policy for safeguarding children and young people.</p> <p>I understand that it is my duty to protect the children and young people with whom I come into contact.</p> <p>I know what action to take if an allegation of abuse is made or is suspected.</p> |

Date: \_\_\_\_\_ Signature \_\_\_\_\_

1 copy to be retained by the worker and 1 copy to be retained by St James'.