

## JOB DESCRIPTION

<b>Job Title:</b>	Creche Assistant
<b>Sponsor:</b>	Carmichael Centre for Voluntary Groups
<b>Sub-sponsor:</b>	Little Stars Creche
<b>Location:</b>	Dublin 7
<b>Hours of Work:</b>	19.5 hours / week
<b>Reports to:</b>	Denise Cunningham - Line Manager, Marie Lynch CE Matters
<b>Job Purpose:</b>	To assist in the smooth running of the Creche <b>MUST BE ELIGIBLE FOR COMMUNITY EMPLOYEMENT</b>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To create a safe, warm and caring environment for children attending the creche</li> <li>• To support the staff team to run activities for individual children and groups</li> <li>• To report all incidents, accidents and concerns immediately to the Creche Manager</li> <li>• To take part in cleaning the crèche on a daily basis</li> <li>• To make sure all equipment and materials are kept clean and tidied each day after use</li> <li>• To keep appropriate records</li> <li>• To attend relevant training courses as agreed with the Creche Manager</li> <li>• To attend meetings as arranged by the Creche Manager</li> <li>• To carry out any other duties as required from time to time by the Creche Manager</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Flexible and reliable</li> <li>• Able to work on own initiative and as part of the team</li> <li>• Willing to do a variety of tasks</li> <li>• Willing to undertake training</li> </ul>
<b>Apply:</b>	<b>PLEASE CONTACT YOUR LOCAL INTREO OFFICE</b>

**Carmichael is an Equal Opportunities employer.**