

ICN Job Description and Person Specification

Creche supervisor (Part-time)

Contracted Weekly Hours: 7.5 (Monday and Tuesday afternoons, term-time only)

Salary: £13.17 per hour (inclusive of holiday allowance)

Location: Bournemouth

International Care Network (ICN) is a Christian charity whose aim is to help to rebuild the lives of asylum seekers and vulnerable migrants. The Community Services department seeks to support the integration and other needs of vulnerable women, their children and those seeking asylum. Our work with vulnerable women supports them in reducing isolation, gaining in confidence and addressing practical challenges.

ICN's creches for pre-school children run alongside community English classes for women in two locations in Bournemouth. The Creche Supervisor will lead on organising and implementing an engaging, varied and inclusive programme of play and education for children (aged 0-4) and offer support, assistance and information to parents/carers. They will be supported by a Creche Worker and dedicated ICN volunteers. This role is pivotal in providing a safe, nurturing, and stimulating environment for young migrant children.

Please note: for reasons related to the experiences of the women themselves and the need to provide a care environment which is safe and reassuring to them, there is an occupational requirement for this role to be held by a female. **Women only need apply.**

Responsibilities

- To plan and implement a safe, stimulating and inclusive programme of play and learning opportunities for children aged 0-4, suitable to each child's age and stage of development.
- To promote the social, emotional, physical, creative and intellectual development of children and to work in their interest, creating a welcoming and child-centred environment.
- To attend safeguarding training and remain up to date with safeguarding policies and procedures for self, other creche staff and volunteers; to implement these policies and procedures and liaise with the Safeguarding Officer about any safeguarding or security issues.
- To be vigilant and protect children from harm or abuse, escalating any concerns immediately in accordance with child protection and whistleblowing policies.
- To work together with parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in activities where appropriate.
- To supervise the ICN Creche Worker and volunteers during creche sessions, working collaboratively with them as well as with other colleagues and venue staff.
- To maintain a rota for staff and volunteers which meets required ratios of supervisory care; to liaise as needed with the Community Services Manager on the recruitment of volunteers.

- To ensure a good standard of hygiene and safety and observe all relevant health and safety rules and guidelines, including ensuring that play equipment and materials are safe, age-appropriate and replaced as needed.
- To keep attendance, observational and other records of children as required for monitoring and reporting in a clear, accurate and timely manner.
- To maintain confidentiality of information about children and parents/carers in line with GDPR requirements.
- To communicate regularly with the ICN Community Services Manager, making sure to report any issues or concerns in a timely manner.
- To submit reports and attend departmental meetings as required.

Person Specification

Please note: If you do not fulfil all of the criteria below but are interested in aspects of the role, please still apply explaining your ability and interest. You are welcome to call Kate Holmes (Advice & Community Services Manager) on 01202 589395 to discuss.

Qualifications, Knowledge & Experience:	
• NVQ Level 3 in Early Years Care and Education or an equivalent qualification	Essential
• At least 2 years' experience working in a childcare facility	Essential
• Experience of supervising staff and/or volunteers	Essential
• A demonstrable understanding of safeguarding issues and procedures in childcare settings	Essential
• Knowledge and understanding of inclusive practice in early years education	Essential
• Experience of working with children with additional needs	Desirable
• Experience of working with migrant families and/or children whose first language is not English	Desirable
Skills & Abilities:	
• Able to work on own initiative and as part of a team	Essential
• Self-confidence in leading childcare activity and supervising others	Essential
• Able to maintain clear and appropriate boundaries in all beneficiary, stakeholder, public, staff and volunteer relationships	Essential
• Excellent interpersonal skills; can relate to people of other cultures and faiths, or none	Essential
• Good written and verbal communication skills as well as listening skills	Essential
• Good ICT skills including use of Microsoft applications	Essential

<ul style="list-style-type: none"> • Excellent organisational skills 	Essential
Qualities & Attributes:	
<ul style="list-style-type: none"> • Able to be positive, calm and flexible when responding to issues 	Essential
<ul style="list-style-type: none"> • Patient, caring and compassionate without discrimination 	Essential
<ul style="list-style-type: none"> • Transparent and accountable in all work matters 	Essential
<ul style="list-style-type: none"> • This post requires the applicant to be sympathetic to the Christian values and ethos of the organisation. (Please see the 'Our Story' section of our website for more information: https://www.icn.org.uk/about-us/our-story/) 	Essential

Additional Requirements

- Eligibility to work in the United Kingdom.
- Enhanced Disclosure and Barring Service (DBS) clearance.

Relationships

- Advice & Community Services Manager (line manager)
- Creche Worker and Creche Volunteers (supervisory responsibility)
- Parents/carers and children from migrant communities
- Other ICN staff including Community and ESOL colleagues
- Staff contacts in community venues used for creches

Please note: This job description and person specification are intended as a general guide to the duties and responsibilities of the role and should not be regarded as exhaustive. ICN is an equal opportunity employer, and individuals from all backgrounds are encouraged to apply.

Benefits

- Company pension scheme
- Staff welfare opportunities including clinical supervision and socials
- Training opportunities relevant to role

How to apply

To apply for this position, please complete the application form available on the ICN website and send by email to Kate Holmes, Advice & Community Services Manager (k.holmes@icn.org.uk) **by midnight on Monday, 18th August 2025**. Interviews are likely to take place in the week beginning 25th August. Should you have any questions, you are welcome to email or call Kate on 01202 589395.