



# Leader - Teatimers Spinfield

Teatimers is a lively Wraparound and Pre-school provider based in Marlow. We are opening a new wraparound provision at Spinfield school, also in Marlow. We require a full-time leader for this wraparound provision, though certain part time options will be considered. This is a great role for a Level 3 practitioner, with experience, who is looking to step up to a leadership position as well as for someone already in a leadership role.

## Job Description: Leader

The leader has responsibility for the day-to-day running of Teatimers Spinfield. You would manage and organise the Breakfast and After School club sessions for children, aged 4-11 years, who attend Spinfield School. You will ensure that families receive high quality childcare in a home from home environment.

You will lead the majority of the sessions each week at Spinfield, with a number of other responsibilities in the administration and running of the club. You will lead a small staff team to provide a caring and stimulating environment where children can find their place and flourish during their time at Teatimers.

Ideally you will also work in our Sandygate Pre-school as a Keyworker. In this role you will be jointly responsible for a group of keywork children, supporting their development and planning suitable activities for them.

During the school holidays you will work in our holiday club at Sandygate, leading daily sessions and contributing to the planning process. Post COVID, this club will be available to all school age children registered at Teatimers, irrespective of their school. The hours / days worked for school holidays do vary and we try to arrange rotas flexibly to work for everyone.

## Support and assistance in the role

You will have full management support and backup as you grow into this role. The management team all have experience of opening and running wraparound provision, and we are less than a mile away. We have a full-time administrator who will run a number of key functions on your behalf. In addition, we have external HR support that give us access to expert advice.

- Child registration, bookings, waiting lists and account balances
- Accounts, finance
- Staff recruitment, rota and general HR
- General purchasing of equipment.

You will receive all the training and support necessary to fulfil this role.

## Key features of this role

You will establish and maintain positive relationships with children. You will use the knowledge you gain to deliver imaginative activities and free play opportunities. Safety and fun are the two most

important things at Teatimers – it is a ‘home from home environment’ where children come and have a great time.

You will be the face of Teatimers, representing what we do to families and the community and listening and responding to their concerns. To do this, you will build relationships with parents and families and involve them in the life of the club.

Develop working relationships with key members of staff at Spinfield School. You will have regular contact with the office and senior school staff. You will liaise with teachers and the head when necessary to give consistency for children, or to share information in the best interests of the child. Liaison with other school clubs and the school PTA also makes the job easier.

You will assist with bookings and payments, reminding regular families to get their bookings in and forwarding the majority of requests and paperwork to the office.

You will manage the menu and do stock takes so that the right amount of food is available. You manage the settings resources and report loss/damage and material stock levels to the office for re-ordering.

Ensure that all policies and procedures are adhered to within Teatimers and assist with in reviewing and implementing policies and procedures. Record relevant information as necessary for recordkeeping, safeguarding or service improvement purposes

Deliver a service that respects children’s life experiences and celebrates diversity in terms of language, culture, ability, race and religion; ensure equality of access for children and families.

To carry out any other duties which will be seen to enhance the club and to work within the Children Act 1989 and ensure that local standards and guidelines are adhered to.

## Additional features of the role during coronavirus restrictions

Ensure that Teatimers is run in a COVID secure manner in conjunction with the school approach. The key elements of this will be:

- Ensuring that children keep to their assigned bubbles and are able to get the best possible Teatimers experience within that bubble.
- Ensuring appropriate hygiene and handwashing expectations are set and maintained amongst the staff and children.
- Ensuring that Teatimers is run according to the procedures and risk assessments necessary to keep the setting as safe as possible.

## Required qualifications

Relevant Level 3 childcare qualification

Designated Safeguarding and Paediatric first aid will be provided at the earliest opportunity if these are not in place.

## Employment benefits

- Fully paid breaks and travel time
- [Employee assistance program](#)

- Private annual flu jab
- Staff discount on childcare
- All DBS & training costs paid by us
- After 3 years service
  - Additional 'birthday day' holiday.
  - Additional sick leave.

## Person Specification

| Essential   | Desirable   |
|---|---|
| <p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of caring for, or working with children aged 4-11 in a voluntary or paid capacity.</li> <li>• A commitment to the provision of high quality childcare with an interest in the care, learning and development of young children</li> </ul>   | <ul style="list-style-type: none"> <li>• Proven relevant experience of managing within a childcare setting</li> <li>• Experience in managing staff and motivating teams.</li> <li>• Experience of staff induction and supervision as a manager.</li> <li>• Proven administrative experience, including handling confidential records</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>• Experience of staff induction, support or mentoring (at basic level)</li> </ul> |
| <p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Approachable, caring person who could look and come across as the ‘face of Teatimers’</li> <li>• Enthusiasm for giving children the highest quality care and entertainment opportunities</li> <li>• Good organisational, record keeping and planning skills</li> <li>• Excellent verbal communication skills, with colleagues, parents, carers and children</li> <li>• A positive approach to inclusive practice, with children, colleagues, parents and carer</li> <li>• Punctuality, patience, reliability and trustworthiness</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership, management and effective delegation skills</li> <li>• Confidence in using computers.</li> </ul>  |
| <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Completion of a recognised full and relevant Level 3 Early Years and Childcare qualification</li> </ul>   | <ul style="list-style-type: none"> <li>• First Aid certificate</li> <li>• Completion of other relevant courses</li> <li>• An understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> <li>• Safeguarding – designated officer and / or practitioner level.</li> </ul>  |
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