



# Teatimers- Playworker

We have an opportunity for a new playworker at Teatimers, a lively, thriving wraparound care provider and pre-school in Marlow. The role is to make sure that children are getting the most fun and social engagement out of their leisure time – before and after school. It is open to applicants who do not have a childcare qualification.

We pride ourselves on providing a fun, friendly and caring service for our children and families. We give a warm welcome to everyone who enters, and we feel proud when children do not want to leave. Some children spend a significant part of their free time with us, and we give them a home from home environment with an extended family of children and adults to play with.

## Job Description

Our wraparound clubs are about children having fun and being themselves whilst in our care. The role is to give them a great time at Teatimers, by helping them engage with each other and in play. This ranges from observing and suggesting options, all the way up to leading games and activities. You will also help prepare and serve meals for the children (we train you as necessary to do this).

We also offer a holiday club. If you are working in the holidays you will bring the fun ethos of wraparound to holiday club. This provides a mixture of free choice play and planned activities / trips. Your ideas will be built into the activity plan. As part of the team, you will support or lead the children through the days activities. Holiday club gives you more time, with the same children, to adapt and steer their time to give them a great holiday day.

## Hours

- Term hours are worked on a set rota (generally set for the term). Our term time shifts are 7.30 – 8.45 and 14:45 - 18:00). We are looking for someone to work 5 afternoons and 3 mornings in term time. Serious consideration will be given to candidates who can do most, but not all, these sessions. There is some flexibility with days and shifts as other staff members may move around to help create a rota that works for the successful applicant.
- There is the opportunity to work in holiday club. These hours are worked out each holiday / half term with the manager and the team members who will be working.

This is not a role within our Pre-School.

## RESPONSIBILITIES

### Operational

- Assist the Manager and Deputy to provide a wide range of activities to stimulate all children while at after school club.
- Use both the indoor and outdoor environment to provide a positive, stimulating, and fun environment.
- To assist in the preparation of meals and drinks.
- To assist in the collection of children from Holy Trinity School
- Maintain the selling points of the Teatimers environment, by ensuring a high standard of presentation at all times. Ensuring the room is in a clean and tidy state at the end of each session
- Be a reliable part of the after school team, working co-operatively and with flexibility.
- Develop excellent communication with parents / carers,
- In conjunction with the Manager and the Duty Manager, ensure all the required standards, ratios, conditions of registration and Teatimers policies / procedures are maintained at all times
- Ensure the safety; security and well-being of all children are adhered to at all times.

### Personnel

- Develop positive relationships with other staff working at Teatimers
- To undertake relevant training as deemed necessary
- Attend regular Staff meetings and appropriate training.
- Keep up to date on all Teatimers policies and procedures.
- To undertake other duties as may become necessary and agreed with the Manager or Deputy

### Health & Safety

- Ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times.
- Ensure the cleanliness of the children at all times.
- To provide first aid when necessary and keep written records of any incidents or accidents which parents should be informed of and sign

### General

- Supervise children at all times whilst they are on Teatimers premises.
- Adhere to all Company policies and Procedures including attendance at meetings, preparation of paperwork and any other duties required.
- Encourage, care for and support children in a positive way.
- To ensure that all confidentiality policies and procedures are followed at all times.

## Other

- If you have a child at a school we serve, you can have them with you in wraparound care. Staff discount if you use us when you are not working, or for pre-school.
- We operate a routine review process to help you develop your career and skills.
- We will train you in First aid, safeguarding and food hygiene.
- Additional training is provided as needed.
- Uniform is provided (at our expense)
- A DBS check is required. We pay for this and your ongoing subscription to the update service.