



Manager- Teatimers Juniper Hill

Teatimers is a lively Wraparound and Pre-school provider based in Marlow. We are opening a new after school provision at Juniper Hill school, in Flackwell Heath.

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.

The manager has responsibility for making this happen on a day-to-day basis.

It is a great role for a qualified practitioner, who is looking to step up to a leadership position as well as for someone already in a leadership role. The after-school club is open 15.30 - 18.00, Monday to Friday during term time.

Job Description: Leader

You would manage and organise the After School club sessions for children, aged 4-11 years, who attend Juniper Hill 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 Juniper Hill, 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: During the school holidays, work in our holiday club at Sandygate. This club will be available to all school age children registered at Teatimers, irrespective of their school. Currently the club runs 9am-3pm, 2 days per week. Rotas for this are worked out each holiday to try and suit everyone, ideally you would do a day a week.

Key features of this role

You will establish and maintain positive relationships with children. You will use the knowledge you gain to deliver imaginative activity options and free play opportunities. Safety and fun are the two most important things that Teatimers has to deliver – 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 Juniper Hill 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.

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 never far away when needed. The following functions are managed on your behalf - you will have input but do not need to do them yourself.

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

In addition, we have external HR support that give us access to expert advice. You will receive all the training and support necessary to fulfil this role.

Required qualifications

Relevant Level 3 childcare qualification

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

Employment benefits

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