



Teatimers- Playworker

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. Fun and free choice are at the core of our clubs. We want children to get the most fun and social engagement out of their leisure time.

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.

Our Playworkers work under the leadership of the manager to deliver this experience for our children. The role is open to applicants who do not have a childcare qualification.

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 day's 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 15.15 - 18:00 although there can be some flexibility around this. Hours to be discussed to 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 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 School
- Maintain the selling points of the Teatimers environment, by always ensuring a high standard of presentation. 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, 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 always adhered to.

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 always operated.
- Always ensure the cleanliness of the children.
- To provide first aid when necessary and keep written records of any incidents or accidents which parents should be informed of and sign

General

- Always supervise children 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 always followed.

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.