



Teatimers- Playworker

Teatimers provides wraparound care for children at Juniper Hill school, in Flackwell Heath. We opened here in September 2022 and we need additional staff as we are attracting more families.

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 are key to delivering this experience for our children. If you can be entertaining, safe and observant then this could be an ideal role for you.

The role is also open to applicants who do not have a childcare qualification. It can be a good role for Students able to get to us in time.

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 play 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).

Hours

- Term hours are worked on a set rota (generally set for the term). Our term time shifts are 15.15 - 18:00 or 15:30-18:00 although there may be some flexibility around this. Hours to be discussed to create a rota that works for the successful applicant.
- There is the option to work in our holiday club in Marlow as a (fun) opportunity for extra earnings. The hours are worked out each holiday / half term with the manager and the team members who will be working.

RESPONSIBILITIES

Operational

- Assist the Manager to provide a wide range of activities to stimulate all children while at after school club.

- Help to set up and maintain a positive, stimulating, and fun indoor and outdoor environment.
- Maintain the selling points of the Teatimers environment, by always ensuring a high standard of presentation.
- Be a reliable part of the after-school team, working co-operatively and with flexibility to adapt routines as we grow and adapt to what works best for our children.
- Assist in the preparation of meals and drinks.
- Develop a rapport with parents / carers – its important they feel part of Teatimers as well.
- Have regard for the safety, security and well-being of all children at all times.
- Ensure the equipment is put away and the room is tidy at the end of each session.
- In conjunction with the Manager, ensure all the required standards, ratios, conditions of registration and Teatimers policies / procedures are maintained at all times

Personnel

- Develop positive relationships with other staff working at Teatimers
- To undertake relevant training as deemed necessary
- Attend 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 standards of safety, security, hygiene, and cleanliness are always maintained.
- To provide basic first aid, under supervision 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.
- Ensure that all confidentiality policies and procedures are always followed.

Child Safeguarding

- Safeguarding children is paramount and the recruitment process has to ensure that successful applicants are suitable and safe to work with children.
- A DBS check will be required, at our expense. We pay for this and your ongoing subscription to the update service.
- At least 2 References are required. One must be your most recent employer or current tutor / teacher / educational institution.

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 our 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)