



# Teatimers- Playworker

Teatimers provides After School care for children at Juniper Hill school, in Flackwell Heath. The club opened in 2022 and is growing fast. We need extra staff to come and join the fun.

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. We provide 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 school or university Students.

## 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 (This is not as hard as it sounds, and you will be fully supported).

## Hours & Pay

- 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.
- £11.70 - £12.40 per hour depending on experience .

## RESPONSIBILITIES

### Childcare

- Help to set out and maintain a positive, stimulating, and fun indoor and outdoor environment.
- 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.
- Observe (and join in) play, giving ideas and finding resources so that each child feels they have had a great time at Teatimers.
- Assist in the preparation of meals and drinks.
- Develop a rapport with parents / carers – its important they feel part of the Teatimers family.
- 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.
- 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 (criminal records) 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)