



Tea time Club Assistant – Maternity Cover starting January 2023

Hours: 13 and 45min hours per week, 38 working weeks per year

Salary: NJC Scale Grade C Starting at £18,516 FTE

Reporting to: Tea time Club Co-ordinator

Futures through Learning (IFtL) is a family of 15 schools who inspire all of our futures through learning together. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do. Since joining Inspiring Futures through Learning Multi Academy Trust in January 2019, the school now has a clear and shared quest to provide children with the very best learning opportunities and experiences to grow as confident, responsible and resilient individuals.

At Woodnewton, we love and believe in what we do and we are passionate about making a positive difference to the children and families entrusted in our care. Our children are at the heart of every decision we make to ensure that they are thriving, happy, safe, learning and confident so they can fulfil their dreams, aspirations and are ready for life and their future. Our school is about people – children, families, staff, governors and community – with trust, honesty and relationships being central to our school ethos. Our school motto encompasses the importance of working together:

- Together we believe
- Together we achieve
- Together we succeed

JOB PURPOSE

The aim is to build a community of pro-social, emotionally competent, independent learners.

As a member of the Breakfast/Tea-time Club team you will, under the overall direction of the Head teacher:

- Assist the Breakfast or Tea-Time Club Co-ordinator to provide play-care within the club policies and procedures

JOB SPECIFICATION

You will:

- Assist the Club Co-ordinator to prepare and provide creative and appropriate play opportunities in a safe and caring environment.
- Provide full care for the children.
- Assist the Club Co-ordinator to ensure that refreshments are provided and meet the required standards of hygiene, health and safety.
- Consult with children and involve them in the planning of activities.
- Carry out administrative and financial procedures, record keeping, ordering and purchasing in accordance with the club systems.
- Encourage parental involvement and support for the club.
- Contribute to good communication with all members of the organisation and with the wider community including parents, other areas of the school and childcare and play related agencies.
- Administer basic first-aid as required
- Work within agreed policies
- Be aware of and adhere to relevant Health and Safety regulations
- To undertake any other duties as requested by the Executive Principal, these duties may change from time to time without changing their general character or level of responsibility.

PERSON SPECIFICATION

Post Title:	Tea-Time Club Assistant
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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	GCSE English & Maths	Level 3 qualification in Childcare.
Experience and Knowledge	Basic knowledge of healthy food provision. Supervision of children	Previous experience of working with children in a similar setting
Ability and Skills	Good communication skills Able to maintain confidentiality Ability to work responsively and flexibly to meet the needs of the organisation Ability to work in a tidy fashion	
Equal Opportunities	Ability to demonstrate awareness and understanding of inclusion and diversity and other peoples' behaviour, physical, social and welfare needs	
Health & Safety	Able to demonstrate a clear understanding of the commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures. Already hold or be willing to obtain a Food Hygiene Certificate Already hold or be willing to obtain a suitable first-aid qualification. Able to ensure safety first within the room especially with cutlery etc.	
Pre-employment checks and safeguarding children	In addition to the normal pre-employment checks the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and Child Protection training.	