



Tea time Club Co-ordinator

Hours: 15 hours per week, 38 working weeks per year

Salary: NJC Scale Grade F Starting at £20,043 FTE

Reporting to: Head teacher/ Head of School

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 Tea-Time Club team you will, under the overall direction of the Head teacher/ Head of School:

- Be responsible for the planning, supervision and organising of facilities in order to offer families a place for children to go after school and to provide the opportunity for children to have a nutritious meal and participate in activities in a safe and secure environment.
- Liaise with the Breakfast Club Co-ordinator regarding the shared facilities and any other issues that may arise.

JOB SPECIFICATION

You will:

- Be responsible for the facilities used for the Tea-Time Club and ensure the area is functional and safe and all equipment, including furniture, crockery/cutlery, kitchen implements, and play material is operational and used according to health and safety rules, regulations and hygiene policies.
- Provide a point of contact and information for other team/ academy members and parents/carers to ensure information relating to children and the Tea-Time Club can be exchanged appropriately and to ensure consistency within the team.
- Oversee the planning of daily activities that are appropriate for the age of the pupils and ensure that resources are ordered and/or purchased within designated budget and according to Trust's procurement policy so that the Tea-Time Club provision meets the needs of service users in a cost-effective manner.
- Ensure that the cook prepares, serves and clears away food in a timely fashion and that team members encourage good eating habits to enable children eat in a relaxed atmosphere.
- Be responsible for the supervision of children attending the Tea-Time Club and the planning and co-ordination of play workers, equipment and materials to provide a safe, appropriate and stimulating environment.
- Lead Tea-Time Club Assistants, allocate work as necessary to them and support them in the delivery of the service. Ensure they are aware of and follow policies, fire drills, and any relevant health, safety or hygiene procedures.
- Ensure adequate cover is provided in case of staff absence including, if necessary, covering the role of the absent team member.
- Carry out regular meetings with team members and carry out performance management interviews in line with the school timetable.
- Ensure an attendance register is prepared and taken at each session – do not take payment for any sessions, parents/carers should be referred to the Finance Office.
- Complete all relevant administrative paperwork and ensure that accurate records are maintained to include: Risk Assessments; Pupil Information – e.g. emergency contact information, special dietary requirements, medical conditions; bookings paperwork and permission forms.
- To enable the bursar to have up-to-date, accurate information so that payments to be collected and invoices produced in a timely fashion, please ensure that he/she has a copy of each week's register by 12 noon on Monday of the following week.

Where the end of a calendar month falls on any day other than a Friday, please give the bursar a copy of the register up to the month-end on the 1st day of the next month as statements are produced for each calendar month. Complete the register for the remainder of the week then give a second copy of that week's register on Monday as usual.

- Ensure that you keep up-to-date with new legislation in connection with running the Tea-Time Club.

PERSON SPECIFICATION

Post Title:	Tea-Time Club Co-ordinator
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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	GCSE English & Maths at or equivalent NVQ Level 3 in Childcare or equivalent	Playwork Qualification
Experience and Knowledge	Good knowledge of healthy food provision to include an understanding of special dietary requirements on medical or religious grounds Supervision of Foundation stage children	Previous experience of working with children in a similar setting Previous Line-Management experience
Ability and Skills	Good communication skills Able to maintain confidentiality Ability to work responsively and flexibly to meet the needs of the organisation/children Good Administrative/Record Keeping skills and an 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 and First Aid Certificates 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.	
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- To undertake any other duties as requested by the CEO, these duties may change from time to time without changing their general character or level of responsibility.

