



Priors Hall
a Learning Community



Tea-Time Club Assistant

Hours: 13.75 hours per week, 38 working weeks per year

Working Pattern: Mon-Fri 3:15pm-6:00pm

Salary: NJC Scale Grade C Starting at £23,656 FTE

Reporting to: Tea Time Club Co-ordinator

As a member of the Tea-Time Club team you will, under the overall direction of the Head Teacher by assisting the Tea-Time Club Co-ordinator to provide play-care within the club policies and procedures.

Tea-Time Club Assistant responsibilities:

- 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 Head Teacher
- These duties may change from time to time without changing their general character or level of responsibility

Please see below Person Specifications.



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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.	