



## ST EDMUND'S COLLEGE & PREP SCHOOL

### Job Description

*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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| Role title:                                 | <b>Tea Time Club Leader (part-time)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Reporting to:                               | <b>Head of St Edmund's Prep and Head of St Edmund's College</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Hours:                                      | Monday to Friday (Term Time only) 3.00pm to 6.00pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Summary of the role:                        | The day-to-day organisation and operation of the Tea Time Club                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Line management responsibility for:         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Main duties and responsibilities:           | <ul style="list-style-type: none"> <li>• Ensuring the delivery of creative play opportunities in a safe and caring environment</li> <li>• Providing full care for the children including collection of children from St Edmund's Prep School and the safe delivery to parents and/or carers. This may include providing refreshments.</li> <li>• Providing safe, creative, appropriate play opportunities, preparing activities, organising the programme and so on.</li> <li>• Managing and leading a team of play workers.</li> <li>• Carrying out day-to-day administration, record keeping (including registers), liaising with College Bursarial Staff (Deputy Bursar, Domestic Services Manager etc.), and creating orders for purchasing materials and equipment.</li> <li>• Being responsible for the day-to-day financial administration.</li> <li>• Working within an agreed budget.</li> <li>• Administering first aid as appropriate and liaising with the Infirmary.</li> <li>• Encouraging parental involvement and support of the Tea Timers' Club.</li> <li>• Initiating close liaison with parents, schools and other childcare and play-related agencies including the Early Years Development and Childcare Partnership.</li> <li>• Attending meetings as appropriate.</li> <li>• Carrying out all responsibilities and activities within an Equal Opportunities framework.</li> <li>• Working within agreed policies.</li> <li>• To have an understanding of the National Standards and the ability to meet them.</li> <li>• Maintaining displays.</li> </ul> |
| Line management duties and responsibilities | <ul style="list-style-type: none"> <li>• You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

***The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.***

***We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.***