



POSITION: EYFS Qualified Tea Club Officer

JOB PURPOSE: To be responsible for providing high standards of care and play activities for children aged between 3 and 7 years in a safe and secure environment.

REPORTING TO: Director of Co Curriculum

Main responsibilities / duties of job:

- Plan, prepare and deliver suitable programmes of activities designed to meet the intellectual, creative, emotional and social needs of the children attending
- Ensure EYFS supervision ratios are adhered to at all times
- Oversee the work of others to ensure the quality of the provision
- To be aware of and work in accordance with the Schools' Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedure which may be noted during the course of duty
- Support all children by promoting positive strategies for unwanted behaviour, in line with the school's Behaviour Policy
- To administer minor first aid as trained and assist with sick children where necessary. To comply with the Schools' first aid policy and procedures ensuring all accidents are recorded appropriately in the accident book and that the parents are informed
- To develop, maintain and manage good working relationships with school staff, parents and children
- To work as part of a team delivering high quality childcare provision
- To maintain appropriate records as directed by the school e.g. attendance, complaints, activities
- To ensure the care of the children is paramount and maintained to the agreed standards according to the Schools' values and ethos.
- To ensure high level of confidentiality is maintained.
- Ensure that resources are maintained to a high standard
- Participate positively in performance management and monitoring procedures
- Participate in arrangements for further training and professional development by attending INSET and CPD courses

This list provides a general summary but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by the Director of Co-Curriculum or other member of the Senior Leadership Team.

This job description should be seen as enabling rather than restrictive and is subject to an annual review.

Name.....

Signed.....

Date:.....

PERSON SPECIFICATION

Experience/Qualifications:	
A full and relevant level 3 EYFS qualification or QTS/EYFS/EYPS	Essential
GCSE pass in English (or equivalent)	Essential
Minimum 2 year's experience of working with children in a school, nursery or similar setting	Essential
Paediatric First Aid certificate or willingness to obtain this	Essential
Abilities/Skills/Knowledge:	
Knowledge of EYFS framework	Desirable
Excellent communication skills with adults and children, verbally and in writing	Essential
Highly organised and competent using IT and Microsoft packages including Excel and Outlook	Desirable
Displays an awareness and understanding and commitment to the protection and safeguarding of children	Essential
Good team working skills	Essential
An awareness of and commitment to equalities issues	Essential
Ability to comply with policies and procedures relating to child protection, health and safety and security, confidentiality, data protection and equal opportunities	Essential
Personal attributes:	
Able to work calmly and professionally under pressure	Essential
Commitment to keeping own skills and knowledge up to date	Essential
Willingness to undertake further training as required	Essential
Smart and well presented	Essential
Creative, enthusiastic and positive	Essential
Warm, friendly and cheerful disposition	Essential
Motivated, enthusiastic and flexible	Essential
Excellent record of attendance, reliable and punctual	Essential