



Job title:

Tea time support

Hours:

Tuesday - Friday: 4pm until 6pm
(6 hours per week) 38 weeks a year (term time)

Location:

The Red Oak Children's Centre, Radstock Way,
Merstham RH1 3NH

Salary:

Surrey Pay Scale SP2 [Pro-rata]

Job purpose:

To work as part of the Centre and Pre-school team in providing high quality and seamless care, education and support for children aged between 3 and 7 years old alongside, and under the direction of, the Pre-school manager and in line with the EYFS framework.

Principal accountabilities:

- I. Provide support and assistance to children and other team members during meal times, including setting up, serving (including taking into account dietary needs) and clearing away.
- II. To ensure the kitchen and all its appliances are cleaned and fit for purpose. Ensure that any maintenance issues, breakages or safety issues are appropriately reported.
- III. To work alongside, and under the direction of the qualified Pre-school Practitioner. To support the provision of high quality play, early learning and childcare for all children.
- IV. To monitor stock levels, organise food rotation and produce a shopping list for the following week. To upkeep relevant records.

- V. As part of the team, to set-up an environment which ensure outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.
- VI. To ensure each child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability;
- VII. To adhere to the policies and procedures of the Centre.
- VIII. To attend out of hours training days and staff meetings. Be committed to furthering your knowledge and skills.
- IX. To undertake other tasks as directed, in line with the grading of this post.

Work context:

The multi-agency approach of Sure Start Children’s Centres is at the heart of the Every Child Matters: Change for Children programme.

There are 58 Sure Start Children’s Centres set up across Surrey, each of which serve a reach area including around 944 children aged 0 – 4 years. Our Centre serves the areas of Merstham, Bletchingley and Nutfield and includes a 24 place Pre-school, including a breakfast club and after-school club.

Children’s centres play a central role in improving outcomes for all young children, and in reducing inequalities in outcomes between the most disadvantaged children and the rest. Centres provide access to high-quality early years’ provision, health, family support and employment related services.

Each Centre is intended to become the first, local port of call for all families with young children whether they need advice or support on their child’s health, development or care, or help with the challenges that parents face every day in bringing up their children in the crucial early years.

The post holder will play a key role in supporting the Pre-school in the next phase of its growth, and must be committed to delivering on our 3 watchwords: High-quality, affordable and flexible. They must also work hard to ensure a safe, nurturing, encouraging and supportive environment in which children feel comfortable, happy and eager to learn.

Person specification:

Attributes	Criteria No.	Criteria	Assessment	Rank
Relevant experience	1	Experience in a childcare setting.	Application/ Interview	Desirable
	2	Experience of working with young children.	Application/ Interview	Desirable
Education and training	3	Willingness to undertake training.	Application/ Interview	Essential
	4	Current First Aid qualification.	Application	Desirable
	5	Basic Food Hygiene Certificate.	Application	Desirable
	6	Other related training.	Interview	Desirable
General & special knowledge	7	Understanding of the role of Sure Start Children's Centres in the community	Interview	Desirable
Skills and abilities	8	Ability to communicate well with adults and children.	Interview	Essential
	9	To be able to demonstrate the ability to work as part of a team/own initiative.	Interview	Essential
	10	Ability to write legibly	Application	Essential
	11	Good organisational skills.	Interview	Desirable
Additional factors	12	Understanding of equal opportunities and diversity.	Interview	Desirable
	13	Awareness of health and safety and practical hygiene issues.	Interview	Desirable