



Walthamstow Toy Library and Play Centre
Comely Bank Community Clinic
46 Ravenswood Road
London E17 9LY

Tel: 020 8509 3401
Registered Charity Number: 270746

Play Worker/Toy Librarian

11.25 hrs per week

plus 1 hour a week planning and additional weekend hours

£10.20p/h

Closing Date for Applications: Monday 20th August, 3pm

Interview Dates: Thursday 23rd and Friday 24th August

Are you passionate about learning through play? Are you creative? Do you enjoy working with young children and their carers? Then we have the job for you!

Walthamstow Toy Library and Play Centre are looking for an energetic and enthusiastic Play Worker to join our expanding team and deliver creative, high-quality play sessions for under 5s and their carers.

This job would be perfect for childminders, parents with an education background looking for a part-time job or childcare professionals who wish to broaden their skills and experience and are looking for an active, hands on role.

A bit about us

Walthamstow Toy Library and Play Centre (WTL&PC) provides a stimulating and creative learning environment for babies and children under the age of five. With a wide variety of activities and equipment designed to engage and challenge, we provide an ideal start to their education.

Established over 40 years ago, the Toy Library provides daily play sessions throughout the week based around a rolling schedule and monthly themes. We also run several educational projects both at the Toy Library and in the local community and have a variety of toys and equipment available for loaning.

As a charity, the governance of the centre and staff is overseen by a Management Committee, all of whom are volunteers and members of the organisation. The Toy Library receives no core or statutory funding; our income is derived from grants, membership, entrance and toy loaning fees, fundraising

activities and venue and party hire. Our Play Workers are central to the operation and development of the centre and its services to the local community.

Main tasks and responsibilities:

- Planning and delivering stimulating play sessions for under 5s and their parents/carers in line with WTL&PC aims and objectives, the Early Years Foundation Stage curriculum and the Every Child Matters framework;
- Setting up play activities prior to the session, and cleaning up after the session;
- Preparing a healthy snack time;
- Organising and confidently leading circle time (story time, singing and movement) as part of an engaging and well planned session;
- Welcoming new members and continuing to build relationships with existing members;
- Working as a team with volunteers, work experience students, management committee and other staff members;
- Promoting toy loaning and fundraising events;
- Ensuring the Toy Library's resources, equipment and inside and outside areas are well-maintained, cleaned regularly and accessible for all to use;
- Working in accordance with and adhering to the settings policies and centre's objectives i.e. health and safety, child protection and equal opportunities policy and WTL&PC Business Plan;
- Updating the daily attendance register and membership database using Microsoft Access; and handling daily takings, when necessary.

Working hours and sessions

You will be covering our Monday, Friday and Saturday morning play sessions for Under 5s. The times you will be required to work are as follows:

Monday and Friday, 8.30am – 12.15pm (3.75hrs). The session runs from 9.30 – 11.30am.

Saturday, 9 – 12.45pm (3.75hrs). The session runs from 10 – 12pm.

You will also be paid for 1 hour planning a week.

Some additional weekend party cover will be required. This is for 4 hours per party and the pay is £10.20p/h.

Essential Criteria

- Be creative, committed and enthusiastic about planning exciting and engaging play sessions
- Be active, hands on and energetic
- Experience with children/families in a paid or voluntary role
- Evidence of a commitment to working with parents and carers
- An ability to lead activities and apply rules assertively
- A commitment to flexible working

- Ability to lead circle time confidently
- Good PC literacy; Microsoft Access, Word and Excel
- Evidence of safeguarding practice.

Desirable Criteria

- Childcare or Education qualification in Early Years Childcare and Development
- Knowledge of the Every Child Matters and EYFS framework
- Evidence of anti-discriminatory practice
- An up-to-date Early Years First Aid Certificate
- An up-to-date Food Safety Certificate
- Experience of working in a parent/toddler group or similar organisation.

Contact

If you have the relevant skills and enthusiasm for this post then please contact the Centre Manager, on: 020 8509 3401, email E17toylibrarymanager@gmail.com for an application form or visit our website to download the form.

We are an equal opportunities employer

The successful applicant will be DBS checked