



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

Tel: 020 8509 3401
Registered Charity Number: 1178098

Play Worker/Toy Librarian
17.5 hours a week
plus additional weekend hours for party cover/events

We are a London Living Wage employer, £10.75p/h
Closing Date: Monday 28th September

We will be asking candidates to come in for an interview as and when we receive CVs and covering letters. If you have a disability and are unable to come in, please contact us to make alternative arrangements.

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 (WTL&PC) are looking for a Play Worker/Toy Librarian to join our team and deliver high-quality, creative play sessions for the under 5s and their carers.

A bit about us

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 learning and development.

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 Board of Trustees, 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;
- 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, Trustees and other staff members;
- Promoting toy loaning, fundraising events and sustainable living initiatives;
- 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.
- Ensure activities are COVID-19 secure.

Working hours and sessions:

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

9am – 12.30pm (3.5 hrs). The session runs from 10.00 – 11.30am.

Some additional weekend party cover will be required. This is for 4 hours per party and the pay is £10.75p/h, plus holiday pay.

Essential Criteria

- Be creative, committed and passionate 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
- 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 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

Please send your CV and covering letter telling us why you are the right candidate for this job to:

Helen Crockford, Director
E17toylibrarymanager@gmail.com

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If you like to have a chat, call 020 8509 3401. If there's no answer, leave a message and Helen will get back to you.

We are an equal opportunities employer
The successful applicant will be DBS checked