

St Peter's Church, Eaton Square is looking for a Coordinator to help run our toddler group, The Poppets, which is held in the Church Parish Hall on Monday mornings between 9.30am and 11am. The post will also involve setting up a second group from September to be held on Friday mornings.

St Peter's Poppets is a successful toddler group that seeks to provide a fun and safe place for toddlers, their parents and carers. Along with a lovely space for free play, we also offer age appropriate crafts.

#### **Job Description**

Monday morning 8.30am – 11.30am (plus 1 hour preparation time)

Set up the Parish Hall for The Poppets  
(put out toys and craft, prepare coffee and snacks)

Welcome toddlers and their carers, help to prepare and guide children in crafts, supervise

Help to clean up and put all toys away.

Friday mornings 8.30am – 11.30am

We plan to run an additional Poppets session on Fridays. The hours and responsibilities will be the same as for Monday morning.

This is a paid post at £14 per hour for a total of 7 hours per week.

The successful candidate must agree to undergo a DBS check and will be answerable to Revd Julie Khovacs who has the overall responsibility for The Poppets.

It is important that the candidate is able to relate to the children and also to their accompanying adults. The ideal person will be caring and organised, as well as having the ability to adapt to a fun and dynamic environment.

**Please contact Revd Julie Khovacs for an application form and for additional information:**

**[julie.khovacs@stpetereatonsquare.co.uk](mailto:julie.khovacs@stpetereatonsquare.co.uk)**