

JOB DESCRIPTION – LUNCHTIME ASSISTANT

JOB LOCATION: The Meadows Day Care Centre

RESPONSIBLE TO: Centre Manager/Deputy Manager

PURPOSE OF ROLE: To assist with monitoring children during lunchtime and to ensure their wellbeing and safety, in line with the Centre's policies and procedures.

THE ROLE:

A Lunch-time Assistant plays a supportive role in ensuring the smooth running of the nursery. They typically work part-time hours 11.00am – 12.45pm and may be qualified or unqualified. They are helpful, caring and reliable individuals who work flexibly to provide cover throughout the nursery, supervising meals, tidying up efficiently. An enhanced DBS check is required by the Meadows.

MAIN RESPONSIBILITIES AND DUTIES:

- Offering the children care and support throughout lunchtime - both in the Nursery rooms and outside play area. [L] [SEP]
- Being responsible for the wellbeing and social interaction of children during lunchtime. [L] [SEP]
- Promoting high standards of behaviour and encouraging the children's social skills.
- Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
- Support children's personal care and hygiene including changing nappies, assisting with toileting and other associated welfare duties.
- Be aware of any children's allergies, dietary needs, including those on religious grounds.
- Demonstrating flexibility in relation to covering/working in different areas of the Centre.
- Assisting in the supervision of other activities during lunchtime, including the setting out and storing of relevant equipment [L] [SEP] and resources/toys.
- Ensuring that the outside and inside areas (including the kitchen) are left tidy for the afternoon session. [L] [SEP]
- Reporting any incidents and accidents that occur during lunchtime to senior [L] [SEP] staff in line with Centre policies and procedures. [L] [SEP]
- Being watchful of any potentially hazardous situation e.g. slippery floors etc. and reporting concerns to the relevant staff member. [L] [SEP]
- Ensure that any parent issues and concerns are dealt with promptly and sensitively. If in doubt consult senior Centre staff.

MAIN RESPONSIBILITIES AND DUTIES (CONT'D)

- Attending and participating in training and development courses as required [L] [SEP] e.g. First Aid, Safeguarding, Food Hygiene.
- Attending meetings, liaising and communicating with colleagues at the Centre. [L] [SEP]

- Being an effective role model for the standards of behaviour expected of the children. ^[L]_[SEP]
- Having due regard to confidentiality, child protection and safeguarding procedures, health and safety, other statutory requirements and the policies of the setting and local education authority and OFSTED.
- To ensure that all information relating to the Meadows, its operation, children, staff and parents / carers is treated with the utmost sensitivity and confidentiality.

SPECIFIC RESPONSIBILITIES

- To set up and clean the tables ready for the children to eat at.
- Distribute the children's lunch boxes/bags on the tables
- Assist the children when they are eating their lunch (cutting up food, opening packets, drinks bottles etc.)
- Clear up any individual spillages
- Be aware of children's safety at all times, including possible choking hazards
- Encourage good table manners and politeness
- Promote healthy eating
- Supervise general behaviour of children.
- Support /supervise children to go to the toilet, wash hands
- Ensure suitable play activities are available for the children.
- Maintain the accuracy of the attendance register
- AT THE END OF THE SESSION ensure and maintain the cleanliness of the room i.e. wiping tables and sweeping the floor.
- LEVEL 3 STAFF ONLY – supervise children arriving at 12.00 by opening office end door.
- Ensure coats, bags, letters etc. are ready for children leaving at 12.00
- Supervise general behaviour of children.
- Support /supervise children to go to the toilet, wash hands
- Ensure suitable play activities are available for the children.
- LEVEL 3 STAFF ONLY – hand children to authorised adults collecting from Nursery door.
- Maintain the accuracy of the attendance register.

Professional Values and Practices:

- Having high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. ^[L]_[SEP]
- Treating children consistently with respect and consideration, and being concerned with their development as learners. ^[L]_[SEP]
- In line with the Centre's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. ^[L]_[SEP]
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. ^[L]_[SEP]
- Reflecting upon and seeking to improve personal practice. ^[L]_[SEP]
- Working within the Centre's policies and procedures and being aware of legislation relevant to personal role and responsibility at the Centre. ^[L]_[SEP]

- Recognising equal opportunities issues as they arise at the Centre and responding effectively, following our policies and procedures.
- Building and maintaining successful relationships with the children, parents/carers and staff.
- The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Centre.
- The post holder must carry out their duties with full regard to the Centre's Equal Opportunities Policy, Code of Conduct, Child Safeguarding Policy and all other Centre Policies.
- The post holder must comply with the Centre's Health and safety rules and regulations and with Health and Safety legislation.

Records and documents

This is a summary of the records which relate to the activities detailed above. Much of this is statutory and regulated by Ofsted, so is a mandatory part of your duties and responsibilities. Please ensure records are completed promptly and accurately, are neat, correctly spelt and well written.

As a Lunchtime Assistant you may be required to be familiar with some or all of the following:

- Risk assessments
- Nappy charts and changing procedures
- Accident and incident forms
- Existing injury forms
- Visitors signing in and out
- Medicines
- Child Detailed Information forms
- Daily attendance registers

Revised: March 2021