

## Lead Lunch Club Assistant - Job Description

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|------------------------|-------------------------------------------------------------------------------|
| <b>Job title:</b>      | Lead Lunch Club Assistant                                                     |
| <b>Salary Scale:</b>   | H1.2 (£9.62 per hour)                                                         |
| <b>Hours:</b>          | 11.15am to 12.45pm, term time only – Monday to Friday<br>(7 ½ hours per week) |
| <b>Responsible to:</b> | Headteacher and Lead Nursery Teacher                                          |

### **Main purpose of the post**

- To lead the Lunch Club Team
- To provide high quality care and support for children during lunch club
- Ensure that excellent hygiene practices are followed and that the lunch areas are left clean and tidy
- Ensure Risk Assessments and Lunch Club Registers are completed daily
- To support the ethos and aims of Arlesdene Nursery School and Pre-school

### **Work with Children**

1. To help to ensure safe arrival and departure of children and that this is properly recorded and monitored.
2. Support children's wellbeing, social skills and language development
3. Encourage children's independence
4. Prepare area and tables for lunch and clear and tidy afterwards, including the kitchen area
5. Interact with both children and adults appropriately and effectively
6. Work cooperatively as part of a team and foster good working relationships
7. Maintain confidentiality
8. Ensure that all children are within sight and sound of staff
9. To carry out any essential preparation and cleaning
10. To communicate any concerns regarding children during lunch club to the Headteacher, Lead Nursery teacher or Pre-school Leader.

### **General**

1. Demonstrate a commitment to the protection and safeguarding of children
2. Maintain site security and safety
3. To implement the School's policies as appropriate
4. To participate in performance management and development as required by the school's policies and procedures
5. To attend meetings as appropriate.
6. To complete all reasonable tasks requested by line managers
7. To support the good reputation of Arlesdene Nursery School and Pre-school in the local community

*Arlesdene Nursery School and Pre-school is committed to safeguarding and promoting the welfare of children and young people. Candidates are expected to share this commitment and all appointments will be subject to appropriate vetting, including a DBS disclosure check.*