

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: Education & Community Services
Post Reference No: BLAD 10/24	Location: Blagdon Nursery School
Job Title: Lunchtime Assistant	Grade/Salary Range: RG2 Point 3 £12

JOB PURPOSE

- To supervise nursery children during the lunch period.
- To assist with the serving and clearing away of the meal.
- To assist children over the lunchtime period, encouraging healthy eating & ensuring high levels of hygiene at all times.
- To supervise play activities either outdoors or indoors.
- To work with other lunchtime controllers ensuring the safety of the children at all times.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To work within a team of lunchtime controllers between the hours of 11.45 - 1.00pm daily Monday to Thursday - term time only. Ensuring the safety and wellbeing of the children at all times.

To be accountable to the Head of School & the Governing Body of the School.

MAIN DUTIES AND RESPONSIBILITIES

- To supervise children over the lunchtime period at all times
- To promote healthy eating habits and act as a positive role model to young children
- To assist in the serving of meals to children, sitting with them and helping where necessary.
- To promote high levels of hygiene through supervision of bathrooms & toilet arrangements
- To supervise the clearing up and dispersal of the children at the end of the meal time
- To supervise the children during play activities -either indoors or outside.
- To ensure children are safe & secure at all times-
- To deal with minor accidents and incidents in line with the schools policies, including completing accident forms
- To inform the children's key worker of any incident
- To follow the procedures for child protection and report any concerns to the Head teacher
- To manage the children's behaviour positively in line with the behaviour policy
- To be aware of and operate within the Nursery school's policies and procedures.
- To be aware of and communicate any health & safety issues to the appropriate person.

SCOPE OF JOB (Budgetary/Resource control, Impact)

PERSON SPECIFICATION

READING BOROUGH COUNCIL	Department/Division: Blagdon Nursery School & Children's Centre
Job Title: Lunch time Assistant	Post Reference No: BLAD10/24

Qualifications / Education / Training:

NVQ level 2 in childcare and education preferred but not essential.

Relevant training and short courses will be available as required (Health and Safety, Food Hygiene, Food Hygiene & Paediatric First Aid)

Experience:

- Experience of working with young children.
- Evidence of working as part of a team.

Skills and Abilities:

- To be able to work as part of a team and to be able to work on own initiative.
- To be caring and supportive and able to respond to many demands.
- To be reliable, adaptable and flexible to meet the needs of the children.
- To be self-confident, self-motivated and have good communication skills.
- To be observant and aware of health and safety issues
- To be flexible and adaptable to meet the needs of the children.

Work Related Personal Requirements

- To be enthusiastic and enjoy working with young children.
- To have a good record of attendance.
- To be willing to attend relevant training.