

## Job Description

**School:** Caverstede Nursery School

**Job Title:** Lunch Club Assistant

**Post No:**

**Grade:** Grade 2

**Reports to  
(job title):** Line Manager

**DBS Check  
applicable?** Enhanced

**Is post exempt under the Rehabilitation of Offenders Act  
1974 in respect of declaration of spent convictions?**

No

### Main Duties and Responsibilities:

#### Internal Responsibilities

- Accountable to the Senior Teacher
- Responsible to Line manager
- To ensure our Lunch Club procedures are consistently followed
- To support the children in their social development and good table etiquette by eating with the children
- To encourage a healthy lifestyle ethos e.g. healthy eating, hand hygiene and toileting
- To know the children in your care, ensuring their safety and welfare at all times
- To clean and prepare the lunch area before use
- To assist the children to prepare for Lunch Club
- To sit with the children, support them to eat their own packed lunch and encourage good eating
- To motivate and encourage the children as per the lunch club procedures
- To feed children with complex and significant needs when required
- To prepare food as may be required, e.g. liquidising
- To support an inclusive culture for all children, including individual needs and requirements
- To actively support the children's development of listening skills and communication, including vocabulary
- To promote a happy, friendly caring environment for the children
- To be aware of child protection issues and follow School procedures, i.e. report any signs of illness, neglect or apparently non-accidental injury
- To follow the School's First Aid procedures
- To maintain a professional relationship with children and parents/carers
- To ensure Lunch Club Documentation (Passport) is completed at the end of the lunch session when required
- To liaise with classroom staff to agree the snack requirements
- To prepare snack as required
- To clean the lunch area and kitchen after use
- To clean bathroom facilities once lunch complete to support daily cleaning regimes

## 2. Responsibilities as a School Team Member

- To comply with all the policies, practices and procedures of the School and to carry out all duties with full regard to the agreed equal opportunities principles.
- To work with professionalism and confidentiality at all times.
- To attend the School meetings when appropriate.
- To play a full and active role in the School's Professional Development including dedicated days.
- To actively promote the work of the School at all times.
- To undertake any other reasonable duties the Headteacher may require.

### **Generic Responsibilities:**

Governors of this school are committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

### **Flexibility Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

### **Variation Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Headteacher reserves the right to make changes to your job description following consultation.

### **DATE:**

27<sup>th</sup> January 2023

### **COMPLETED BY:**

Business Manager



## Person Specification

<b>JOB TITLE:</b>	Lunch Club Assistant	<b>POST NO:</b>	
<b>SCHOOL:</b>	Caverstede Nursery School	<b>GRADE:</b>	Grade 2
<b>DAYS:</b>	Term Time Only 195 days	<b>HOURS</b>	12 ½ hours per week
<b>DIVISION:</b>	Children's Services	<b>HEADTEACHER:</b>	Debbie Hayes
<b>DATE:</b>	27 <sup>th</sup> January 2023	<b>COMPLETED BY:</b>	Business Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>An awareness of Healthy Eating and its importance to Health &amp; Wellbeing</li> <li>An awareness of Basic Food Hygiene</li> <li>An awareness of good hygiene practices to reduce the risk of transmission of infections</li> </ul>	National Nutritional Standards An understanding of how to safeguard and promote the health, safety and welfare of children
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Be able to supervise young children</li> <li>Good communication skills and a caring nature</li> <li>Have a flexible enthusiastic and adaptive approach to work</li> <li>Reliable and good time keeping</li> <li>Honest and Trustworthy</li> <li>Show patience and understanding</li> <li>Be able to follow procedures</li> <li>Sensitivity to the needs of the children</li> <li>To encourage high standards of behaviour at all times</li> <li>The ability to converse at ease with staff, children and families in accurate spoken English</li> <li>Confidentiality</li> </ul>	Recognise behaviour giving cause for concern and inform class teacher
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Operating in a team environment</li> <li>Ability to work under your own initiative and as part of a team</li> </ul>	Experience of working with young children Previous experience in a similar role Previous experience of working with children with SEN.
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Willingness to learn</li> <li>A good level of written English</li> </ul>	Childcare qualification level 2 or above English GCSE grade C or equivalent Basic Food Hygiene First Aid qualification
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Professional, hardworking and dedicated</li> <li>Enjoy working with children</li> <li>Friendly and approachable</li> <li>Have a sense of humour</li> <li>Be committed, flexible, positive and enthusiastic</li> <li>Calm under pressure</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	