

Haven Nursery School



Job Description

Role Title: Lunchtime Supervisory Assistant

Reports to: Headteacher/Lead Practitioners

Contract/Hours: Permanent – Term Time Only, Mon – Fri 11:00am – 1:15pm

Salary Details: Grade A of the HCC Support Staff Pay Scale - £24,225 – 24,415 (FTE)

Main Responsibilities:

- Working with the nursery staff at lunchtime
- Ensure children, parents and colleagues are treated with respect
- Prepare the meal room for lunch. Set the tables ready for the children.
- Serve meals to the children. Gently encourage children to eat independently. Provide support when needed, eg cut up food. Ensure water is always available for the children
- Positively engage with the children whilst they eat and play
- Tidy the meal room following lunch
- Ensure the tables and chairs are clean and that the meal room floor is swept
- Assist with the washing up and clearing of the kitchen with other lunchtime staff
- Supervise the children playing outside after lunch. Ensure children are playing safely and that they are closely monitored. Bring children in at the end of the outdoor session
- Play with the children in their nursery area whilst Early Years Practitioners have their lunch
- Report any concerns regarding child protection or safeguarding to the Lead/Deputy Practitioners or DSL's
- Ensure all accidents are reported to a senior member of staff as well as any issues concerning a child's safety and wellbeing
- Assist with the personal care of the children if needed
- Undertake any other duties/activities as requested by the Headteacher/Lead Practitioners