

# Haven Nursery School



## Job Description

<b>Role Title:</b>	Lunchtime Supervisory Assistant
<b>Reports to:</b>	Headteacher/Lead Practitioners
<b>Contract/Hours:</b>	Permanent – Term Time Only, Mon – Fri 11:00am – 1:15pm
<b>Salary Details:</b>	Grade A of the HCC Support Staff Pay Scale - £23,473 - £23,657 (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. Put out the packed lunches
- 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