

Lunchtime Assistant

Job Description and Person Specification

Reporting to: Head of Family Work	Responsible for: N/A
Usual hours of work: 11am to 1pm Monday, Tuesday, Thursday, Friday	Location: Heaton Moor
Salary: £12.71 per hour	Annual Leave: Term Time Only

Charnwood is founded on the Christian belief that every person has inherent worth and dignity, promise and purpose. Our commitment is to support families as they nurture their children to reach their full potential. The inclusive setting means that all children (and their families) can play, learn and participate in ways that are meaningful for them.

All staff should be willing to fulfill the duties of their role within the context of the Christian ethos of Charnwood, which includes high standards of behavior in the nursery setting and when representing Charnwood in the community. You must uphold our reputation by respecting each person as a unique and equally valued individual.

We are an equal opportunities employer and we ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

Person Profile

We are looking for a patient and caring individual who enjoys working with children to be part of our lunchtime team. Whilst you do not need any specific qualifications or skills, experience in supporting children at mealtimes in a personal or professional setting would be an advantage.

You should enjoy working as part of a team and have an interest in working with children with additional needs.

Principal Accountabilities

- To assist with the set-up of the room for lunch and ensuring the environment is safe and clean
- To support in creating an environment promoting good eating habits and social interaction
- To understand children's needs and with the direction of nursery floor staff, provide tailored support for children with additional needs
- To encourage children to explore and try new foods
- To assist in the outdoors over the lunchtime period

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Main Duties & Responsibilities

- Help with the set-up of the chairs and tables ready for lunch
- Support with the food trolley and crockery to and from the kitchen
- Support the children to remove waterproofs and coats and wash their hands prior to lunch
- Support with the plating and serving of lunch being mindful of portion sizes, dietary requirements and allergies.
- Support or lead a table of up to 6 children to eat their lunch by encouraging them to try new flavours and textures and ensure they eat a balanced meal
- Supervise and support children with feeding difficulties, ensuring correct procedures and dietary requirements are followed
- Cultivate a pleasant and happy atmosphere, encouraging the children to remain seated throughout lunch and socialise with their friends
- Clear away waste food, dishes and cups and ensure the children wipe their hands and face
- Support the children to put on their coats and waterproofs ready for outdoor play
- Go outside with the children and supervise their play activities and encourage social interaction
- Support children to use the bathroom safely and wash their hands

Additional Duties & Responsibilities

- To understand and follow Charnwood policies and procedures
- To ensure the wellbeing of the children and follow the Child Protection and Safeguarding procedures where you have any concerns
- To report any health and safety concerns you notice to the Business Manager as soon as possible
- To attend training and team days as appropriate

This job description should be read in conjunction with the person specification. It is not a comprehensive list and you may be required to carry out additional tasks from time to time. The job descriptions are reviewed annually in line with business needs and so the scope of the job may change, this will be discussed with you as part of your annual appraisal.

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Skill / Experience	Essential (E) Desirable (D)	Evidence Application Form (A) Interview (I) References (R)
Experience in a similar role or personal experience working with children	E	A / I / R
Effective organisational and time management skills and a strong attention to detail	E	A / I
Effective verbal and written communication skills	E	A / I
An understanding of how to keep children safe	E	A / I / R
A patient and caring approach towards others, particularly the children	E	A / I / R
Ability to understand and follow instructions	E	A / I
Ability to work well as part of a team	E	A / I
A proactive approach to supporting the children and staff	E	A / I
Excellent time keeping and attendance	E	A / I
An understanding of data protection, information sharing and confidentiality	E	A / I
Experience of working with / supporting a small group of children	D	A / I
Experience of supporting children with additional needs at mealtimes	D	A / I
Food hygiene or similar qualification	D	A