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### Bognor Regis Nursery School

#### Job Description

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# Section I.

**Job Title:** Lunchtime Assistant

**Terms and Conditions:**  Hours: 5 hours per week (12pm -1pm Monday-Friday)

Grade: 2 (£10.79 per hour)

**Line Manager:** Lead Practitioner, Orchard Room

**Post Accountable to:** Head of School

# Section II. Function or Purpose

* To facilitate enjoyable mealtimes for children in Nursery School

# Section III. Core Duties

1. Set and prepare tables for children’s lunch
2. Sit with children at small tables and support the children in using cutlery to eat and in trying new foods
3. Collect used plates, dishes and cutlery
4. Wipe down tables and mop the floor after lunch has finished
5. Rinse dishes, process them through steriliser/dishwasher, dry and put away
6. Carry out procedures to ensure satisfactory compliance with health and safety and food hygiene standards.
7. Maintain the tidiness and cleanliness of the kitchen area
8. Undertake training in order to be able to heat and prepare children’s meals safely, including the use of commercial microwave ovens
9. Interact with children in an appropriate and nurturing way
10. Adhere to policies and procedures of Bognor Regis Nursery School,
11. Attend and contribute to relevant meetings and in service training as required.
12. Undertake other duties appropriate to the post required to ensure the smooth and efficient running of the school

##### Bognor Regis Nursery School

##### Person Specification

##### Lunchtime Assistant

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| **Personal Attributes required**  (on the basis of the job outline) | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  application form / interview / reference |
| **Experience**   * Working in a nursery setting | D | Application  Form/Reference |
| **Knowledge:**   * To be aware of the needs of young children and have appropriate expectations of their level of development and how to support this | E | Application Form/Interview |
| * Health & Safety Procedures | D | Application Form/Interview |
| * Demonstrate suitability to work with children | E | Interview/Reference/DBS |
| **Skills:**   * Good interpersonal and communication skills to work as a team | E | Interview/Reference |
| **Abilities:**   * To provide high quality integrated care and education at all times | E | Interview/Reference |
| * To work on own initiative | E | Application Form/Interview/Reference |
| To work within the Nursery School’s Safeguarding Procedures and Policies | E | Interview |
| Other   * To be committed to providing high quality, integrated care and education | E | Interview |
| * To be adaptable and resilient | E | Interview/Reference |
| * To be committed to providing equal opportunities to all children | E | Interview/Reference |
| * Reliable and punctual | E | Interview |
| * Enjoys working as part of a team | E | Interview |
| * Willingness to undertake training and a commitment to personal and professional development | E | Interview |