



## Job Description

**Position:** Lunchtime Assistant

**Responsible to:** Nursery Manager

### **Purpose of Position:**

- To support Childcare Practitioners during the lunchtime period, ensuring the children eat meals safely and behave appropriately, helping them develop independence during lunchtime routines.
- To ensure the safety, wellbeing and positive behaviour of children during the lunchtime period.

### **Duties**

- Assist with preparing the rooms for eating and ensure the rooms are ready for the afternoon sessions, including cleaning surfaces, brushing and putting tables and chairs away.
- Ensure that children wash their hands before they eat.
- Ensure that children are seated safely in their dining area.
- Support the children to eat their lunch, encouraging children to develop independence when eating, eg. using cutlery, putting food on their plates from the serving dishes, drinking from beakers/cups.
- Be vigilant to ensure a safe lunchtime environment at all times.
- Respond promptly and appropriately to accidents or incidents, recording accidents clearly and accurately, following nursery procedures.
- Administer basic first aid if trained (or seek support from a qualified first aider).

- Promote and model positive behaviour following nursery procedures.
- Work collaboratively with the midday team to ensure smooth lunchtime routines.
- Communicate effectively with Nursery staff about any concerns or incidents.
- Follow all safeguarding and child protection procedures.
- Report any concerns about the safety or wellbeing of a child immediately to a Senior Childcare Practitioner, Deputy Manager or Nursery Manager.
- Maintain confidentiality at all times.

### General Responsibilities

- Uphold the nursery's aims, values, and inclusive ethos.
- To promote a caring, helpful, unbiased attitude towards children, parents/carers and members of the wider community.
- To play a role in the "team approach" throughout, providing cover for absent colleagues as may be required.
- To implement the Nursery's equality and diversity policy in all aspects of the post-holder's work and in dealing with outside bodies.
- To carry out the post-holder's responsibilities in relation to health and safety. Undertaking all duties in a manner that takes care of their own health and safety and that of others who may be affected.
- To carry out any reasonable duties, which may be identified by the Nursery Manager.
- The Nursery operates a "No Smoking" policy throughout the building and all outdoor areas.

No job description can cover every issue which may arise within the post at various times and the post-holder is expected to carry out duties from time to time which are broadly consistent with those in this document.



## **Person Specification: Lunchtime Assistant**

### **Skills & Abilities - Essential**

- Ability to build warm, positive relationships with very young children and encourage good behaviour.
- Good communication skills, including the ability to use clear, age-appropriate language.
- Ability to work calmly and effectively during busy periods, managing multiple tasks.
- Ability to follow nursery policies, routines, and instructions consistently.

### **Personal Qualities - Essential**

- Friendly, approachable, and patient.
- Calm, reliable, and trustworthy.
- Positive attitude and willingness to contribute to a nurturing nursery environment.
- Enjoys working with young children and supporting their social and emotional development.
- Able to work as part of a team and show initiative when needed.
- Respectful and supportive of the nursery's ethos and inclusive values.

### **Other Requirements - Essential**

- Ability to maintain confidentiality at all times.
- Willingness to undertake required training, including safeguarding, first aid, and behaviour management.
- Suitable to work with children (enhanced DBS check required).

### **Experience & Knowledge - Desirable**

- Experience of working with young children (aged 9 months to 4 years) in a school, Nursery, childcare, or similar setting.
- Understanding of basic child development and early years' needs.
- Knowledge of safeguarding and child protection principles.
- Awareness of health and safety practices relevant to playground and dining environments.