



Batford Day Care

BATFORD DAY CARE

JOB TITLE: LUNCHTIME ASSISTANT

LOCATION: Batford Day Care, Holcroft Road, Harpenden, Herts. AL5 5BQ

SALARY: £12.45 per hour (April 2024)

1. PURPOSE OF YOUR JOB

To assist and supervise children during the lunch period.

2. MAIN AREAS OF RESPONSIBILITY

- Attend to children's needs including social, health, hygiene, first aid and welfare.
- Prepare the tables in preparation for lunch and clear away afterwards.
- Assist and supervise the children throughout the lunch period.
- Support children's play.
- Communicate effectively and appropriately with colleagues and children.
- Work cooperatively as part of a team.
- Manage the behaviour of children during the lunch period.
- Understand the importance of confidentiality.
- Maintain site security and safety.
- Ensure vigilance when working with others ensuring that areas are adequately supervised.
- Improve own knowledge and practice.
- Manage own workload and be punctual.

3. SUPERVISION

- Supervised daily by the day care staff and management team.

4. JOB CONTEXT

- Working with other staff in the setting to ensure that lunch breaks start and finish on time.
- Ensuring that children have, and eat, their lunch and are adequately hydrated.
- Assisting and supervising the children over the lunch period to ensure their safety and wellbeing.

5. CONTACTS

- Teaching and support staff
- Children
- Catering staff

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an environment where there are children and young people would be desirable but not necessary.

- Knowledge of basic hygiene procedures.
- Knowledge of basic first aid procedures.

7. PROBLEMS AND DECISIONS

- Sometimes challenging behaviour from children which is reported to the staff in the setting.
- Occasionally a child may feel unwell during lunch and need help and this is also reported to staff in the setting if necessary.

8. FINANCE AND RESOURCES

(Not applicable)

9. PHYSICAL EFFORT

- Moving and carrying dining tables and chairs at the beginning and end of the shift.

10. WORKING ENVIRONMENT

- There is a need, from time to time, to wipe up blood and other bodily fluids (PPE is available).
- There is a need to change nappies and assist with toileting and toilet training of children.

11. EQUALITIES

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.