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**Job description: Preschool Lunchtime Support Assistant**

**Brightside Preschool, Breaks Manor, Hatfield, Hertfordshire, AL10 8TP**

Job title: Preschool Lunchtime Support Assistant

Responsible to: Manager, Deputy Manager, Room Leader, Senco

Purpose of the job: To work as a part of the Preschool team, under the direction of their supervisors, acting as a support assistant to the preschool practitioners. To assist the team to enable them to provide safe, high-quality education and care which meets the individual needs of the children attending the setting.

**Safeguarding requirement:** Brightside Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Main duties**

1. To assist with the delivery of the lunchtime session – 12-1pm (working hours 11:30am-1:30pm)
2. To set up for lunchtime and to tidy away at the end of the session.
3. To organise tables and chairs to accommodate the number of children due in, ensuring the tables are disinfected and clean.
4. To prepare hand wipes, ready for the children to clean their hands before eating.
5. Prepare work surfaces in the kitchen to ensure food is handled in a clean environment.
6. Plate up children’s lunches, ready for them to eat at 12:00pm.
7. Offer water to children, allowing them to pour independently and supporting where necessary.
8. Be knowledgeable of the children’s allergies and dietary requirements, ensuring the correct food is provided according to the child’s needs.
9. Wash up plates at the start and end of the session.
10. Wipes tables, chairs, high chairs, after children have eaten.
11. Sweep floor and mop – displaying wet floor signs for safety.
12. Clean microwave and food probe at the end of each lunch session.
13. Keep records as appropriate in Safer Food Better Business manual.
14. To advise the Manager of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
15. To provide an appropriate level of support to children depending on their individual needs, whilst promoting independence.
16. To ensure that children are kept safe and that you understand when to follow child protection procedures.
17. To actively participate at team meetings, supervision meetings and appraisal meetings.
18. To attend training courses as required and to take responsibility for personal development.
19. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
20. To be aware of and adhere to all the setting’s policies and procedures including those relating to confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, safeguarding, setting hygiene and whistleblowing. This is not an exhaustive list of the setting’s procedures.
21. To ensure that adequate records are kept and updated regularly.
22. To promote the setting to current parents and potential customers.
23. To comply with the requirements of the General Data Protection Regulation.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

**Person specification**

*Essential criteria*

1. Willingness to gain Food Hygiene Level 2 qualification and maintain for the duration of employment.
2. Willingness to learn and undertake further training.
3. Previous experience with young children.
4. Basic knowledge of child development from birth to five years.
5. An understanding of safeguarding and child protection procedures.
6. Good communication skills.
7. A commitment to continuously promote a culture of safeguarding.
8. A commitment to equal opportunities.
9. A commitment to working effectively with young children and families.
10. A friendly and flexible approach at work which facilitates the development of effective relationships.

*Desirable criteria*

1. An existing early years education and childcare qualification or equivalent.
2. Current Paediatric First Aid qualification.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**