



NMPS - JOB DESCRIPTION: Lunchtime Assistant

New Millside Pre-school is open for ten sessions a week during term time, 9am until 3.30pm, 38 weeks in total. The premises is located on the site of Broughton Infant School. A maximum of 38 children attends each session AM or PM 3 hour session and are aged between 2 and 5 years old and a max of 32 per lunch session. The pre-school received an Outstanding Report from Ofsted in May 2022 (OFSTED: EY380796). New Millside is a registered charity and is committee run (CHARITY REG: 1031538).

Job Title: Lunchtime Assistant

Responsible To: Pre-school Manager / Committee Chairperson

Hours: 5 hours per week (11:45-12:45)

Start Date: TBC

Main Duties:

- Set up tables, chairs & lunchboxes
- Cleaning surfaces
- Checking dietary requirements of children
- Supporting children to access packed lunches while promoting independence
- Put milk into jugs and place cups on tables - Support children to pour their own drinks
- Sitting with the children developing social skills and supporting speaking and listening opportunities
- Cleaning and tidying lunch area ensuring children are supported at all times
- Supervision of children providing a stimulating range of appropriate activities in line with EYFS curriculum
- Reporting any Safeguarding issues to DSL/DDSL
- Reporting any concerns to the preschool manager / committee chairperson
- To ensure the pre-school is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are practised regularly.
- To be a member of a multi-disciplinary team, communicating & working together to create an environment in which children's development is fostered and in which good relationships with parents/carers grow.
- To have an understanding of children's developmental requirements and support children's emotional wellbeing.
- To organise play facilities, set out and supervise appropriate stimulating activities.
- To teach and model basic skills such as personal hygiene and social skills.
- Read stories to small and large groups.
- To assist in the preparation and cleaning up of activities.
- To assist in the personal hygiene and nappy changing of children.
- To encourage positive behaviour by presenting yourself as a good role model.
- To advise the Pre-school Manager of any concerns e.g children's developmental needs, safeguarding, parents/carers or the safety of equipment, preserving confidentiality as necessary.
- To be aware of any special needs a child may have and to familiarise oneself with relevant individual support strategies.
- To adhere to the pre-school policies & procedures.
- To attend regular meetings and relevant external and in-house training courses as directed to continue professional development.
- To ensure confidentiality at all times, regarding the children, their families and staff, which is acquired as part of the job.
- To keep up-to-date with current good practice.
- To take part in special events, outings and visits when required.
- To undertake any other reasonable duties as directed by the Pre-school Manager, Deputy or Committee Chair.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any Orders which have been made against them.

Person Specification

Essential Criteria

- A satisfactory enhanced DBS check with confirms suitability to work with children, will be applied for on successful application.
- Punctual
- An understanding of child development and children's needs.
- An ability to identify and refer problems.
- Willingness to learn.
- Commitment to diversity and equal opportunities.
- An understanding and acceptance of the aims and policies of the group.
- Friendly, flexible, non-judgemental and helpful.
- Ability to work as part of a team and using own initiative
- Ability to communicate effectively with staff, children and parents.
- Willingness to attend training as directed by the Pre-school Manager

Desirable Criteria, *training will be provided if required*

- Experience of working in a pre-school setting or experience with children under 5
- Paediatric First Aid Certificate/willing to attend Paediatric First Aid Training
- Safeguarding Training
- Food Hygiene Level 2
- Understanding of SEN and how SEN children can be supported