



**Job Title:** Lunchtime Assistant

**Job Purpose:** Work as part of the Children's Centre team to assist in the serving of lunch to all children attending the Centre. Assisting the Daycare team to maintain staff ratios during the lunch period. To supervise, guide and assist children during the midday break, so as to ensure the safety and general welfare. To provide continuity of care for children whilst staff take their lunch breaks.

**Salary:** £14,774 - £15675 pro rata (£3,874.50 - £4,110.75 actual)

**Contract:** Permanent

**Location:** Brentry & Henbury Children's Centre

**Reporting to:** Nursery Chef & Business Development Leader

**Responsible for:** Children during mealtimes

**Hours of work:** 12.5 hours (Monday to Friday 11:00 - 13:30) Term Time Only

**Key responsibilities of the role include:**

Supervising children both in the Dining hall and the Daycare rooms during the lunch time period.

**Duties and responsibilities include, but are not confined to the following:**

Encourage and support children to independently serve their lunch.

Supervising children eating food brought from home and report any concerns of the content to a Lead Practitioner.

Sit with the children and role model good practice.

Assist in the Daycare rooms where needed to cover staff lunch breaks.

Liaise with nursery staff regarding health and safety requirements.

Foster respectful and warm relationships with children by taking part in activities with them.

Ensure high standards of care and encourage personal hygiene with all of the children being consistently observant of their general health and welfare.

Be aware of and implement all of the Centre's Policies including Child Protection & Safeguarding, Equal Opportunities and Behaviour Management.

Be responsible for all children left in your care.

Undertake training relevant to the role.

Perform any other related duties as deemed necessary by the Senior Leadership Team.  
Contribute to his/her appraisals.

Keep to a strict code of practice regarding confidentiality.

Promote and value children's experiences within an anti-discriminatory framework.

Communicate effectively with children, colleagues, parents and visitors to the Centre.

### **Individual Specification**

#### **Essential**

1. Experience of supervising children as a parent or carer.
2. A positive attitude to the care and development of young children
3. Flexible approach to work
4. Willingness to work towards the creation of a caring, safe atmosphere for all using the centre
5. Ability to communicate effectively, verbally and in writing
6. Ability to work as part of a team
7. Understanding of the importance of safeguarding children

#### **Desirable**

8. Experience of working with children in a Early Years setting
9. Knowledge of Child Protection procedures
10. Knowledge of Equal Opportunities policy
11. Food Hygiene certificate
12. A willingness to learn

## **Application information**

Completed application forms must be received by: Midday Monday 28<sup>th</sup> January 2019.

Email documents to: [admin@bhchildrenscentre.org.uk](mailto:admin@bhchildrenscentre.org.uk)

Interviews to take place: week beginning 4<sup>th</sup> February 2019.

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

## **Completing your application**

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

## **Selection procedure**

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place on 18<sup>th</sup> July. Shortlisted candidates will be given more details.

## **References**

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.