



Lunch Cover

Job title: Lunch Cover

Responsible to: Room Leader/Nursery Manager

Responsible for: Supervising children and supporting the team during the lunch period

Purpose of the job: To provide lunch cover and support with routine tasks.

Normal working hours: 10am to 2pm

Main duties

1. To cover where necessary, in order to allow staff members to complete relevant paperwork and to cover lunch breaks.
2. To assist with the lunch time set up in which ever room you are working in that day.
3. To assist with the serving of lunch and dessert to all rooms.
4. To supervise and support the children during lunch time.
5. To be responsible/assist with the cleaning of the tables, chairs and floors after lunch in all rooms as well as the washing of dishes, bibs and cutlery.
6. To assist with hand washing and cleaning up of children in preparation for sleep or quiet time.
7. To assist with re setting the room for afternoon activities.
8. To assist with the set up of sleep mats (as directed).
9. Look upon the nursery as a 'whole'. Be flexible within your working practises and be constantly aware of the changing needs of the children and nursery.
10. To carry out any other duties when required.

It is the nature of working in a nursery that tasks and responsibilities are on occasion unpredictable and varied, so to retain flexibility 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 Nursery Manager.

Person specification

Essential criteria

1. Current food Hygiene certificate.
2. Good communication skills.
3. Commitment to equal opportunities
4. Commitment to working with young children and families.
5. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Current first aid certificate
 2. Relevant child care qualification
 3. Some experience of working with young children.
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Terms and conditions

Hours: 20 hours per week

Salary range: Dependant of Qualification and Experience

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