



JOB DESCRIPTION

LUNCHTIME SUPERVISOR

Responsible to: Assistant Manager, Manager, and Management Committee

Location: 717 High Road, Leyton, London. E10 5AB

Purpose of the job:

To work as a lunch assistant as part of the pre-school team under the direction of the pre-school assistant manager and manager;

To provide safe, high-quality education and care for young children.

MAIN DUTIES

To maintain and uphold the confidential nature of all pre-school matters, records and documents, especially those relating to children, families, and fellow staff members.

To read, revise and implement all pre-school policies and procedures in the appropriate situations.

To work towards inspiring each child to achieve excellence in Islamic conduct and social skills according to their ability and encouraging good table manners.

Responsibility for the supervision of children during the lunch break and reporting any inappropriate behaviour.

Setting up and cleaning the lunch area and requesting children to pick up their litter

Monitoring children's lunch boxes to ensure the content are in line with our 'Packed Lunch' guidance

Encouraging children to play together after lunch and encouraging the inclusion of isolated children

Disciplining children appropriately using recognised disciplinary methods contained within school policies

Administering appropriate first aid within the capabilities of the individual's expertise and to call expert medical advice where necessary

Ensuring that children are kept safe at all times in accordance with safeguarding guidelines

To implementing individual education plans or behaviour management plans where appropriate.

To attend in-service training courses and meetings as required.

To undertake any other reasonable duties as directed by the pre-school assistant manager or manager, in accordance with the pre-school's business plan and objectives.



PERSON SPECIFICATION

Qualifications

Essential: A relevant level 2 qualification in childcare
A satisfactory enhanced DBS check which confirms suitability to work with children

Desirable: A relevant level 3 qualification or above
GCSE A-C in English and Maths
Food Safety Training
Safeguarding Training
Paediatric First Aid
SEN awareness training

Experience

6 months previous experience working with early years children is preferred

Knowledge

Sound knowledge and understanding of the EYFS and all of its requirements
Understanding of child development and the developmental needs of early years children
Understanding of what learning through play means and how to apply it in practice
Knowledge of how to safeguard children and child protection procedures
Knowledge of what inclusion is
Willingness to upgrade qualifications and attend training courses
Understand equality and diversity issues

Commitments

Must be committed to the development of young children and their families
Must treat children as individuals and with equal concern
Must foster good relationships with parents and develop good parent partnership
Commitment to attend training courses to develop practice
Be committed to work as a team, including having good communication skills, showing respect, and developing good personal relationships.

Abilities

The post holder will need to be able to:
Work well with children, teaching them through play and their interests; adapting their practice to suit children's individual needs
Able to work calmly under pressure
Demonstrate professionalism
Communicate effectively with a range of people.