



## **JOB DESCRIPTION**

### **LUNCHTIME SUPERVISOR**

Responsible to: Assistant Manager, Manager, and Management Committee

Location: 717-723 High Road, Leyton, London. E10 5AB

Purpose of the job:

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

To provide safe, high-quality care and education 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, mopping up spillages, and washing lunch dishes.

Help children with difficult boxes/cartons/wrappings, and support them to learn how to feed themselves, and clean up after themselves.

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

To ensure children wash their hands before and after eating and use the toilet. Support them with cleaning when needed.

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

Disciplining children appropriately using recognised disciplinary methods contained within our policies

Administering appropriate first aid and to call expert medical advice where necessary.

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

To implement SEND plans or behaviour management plans where appropriate.

To attend 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 full and relevant level 3 qualification or above  
Level 9-4 (A\*-C grades) in GCSE English  
Food Safety Training  
Safeguarding Training  
Paediatric First Aid  
SEN awareness training

### **Experience**

Minimum 6 months previous experience working with early years children.

### **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 how to provide a welcoming and inclusive environment  
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  
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**

Work well with children, teaching them through play and their interests; adapting practice to suit children's individual needs  
Be patient and understanding  
Demonstrate professionalism  
Communicate effectively with a range of people  
Empathy and emotional intelligence

### **Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the manager and member of staff.