

Lunchtime Supervisor job description



Location: Teatimers, Sandygate Road, Marlow. SL7 3BZ

Hours: Term time only, 11.00 – 14.00

About the Role:

We are looking to appoint a Lunchtime Supervisor to start as soon as possible. The job purpose is to supervise preschool children during lunch times, ensuring that their whole lunchtime experience is positive and fun.

Our preschool is set in one room and there are a maximum of 32 children at lunch. All children bring a packed lunch. The supervisor will help get the dining area ready in advance, help supervise lunch and then tidy / clean away, so we are set for afternoon play.

Lunchtime is about learning as well as eating and we help children develop in the following ways:

- Choosing the healthy foods from their lunchboxes.
- Developing their understanding of table manners and social norms.
- Practising good hygiene

Key Responsibilities:

- Supervising children at mealtimes – encouraging them to eat healthily and safely, helping to open packaging or cut up food.
- Building relationships with the children and knowledge of their likes / dislikes so that feedback can be passed to their keyworkers and adults.
- Being aware of food safety / allergies and intervening when potentially inappropriate items arrive in lunchboxes.
- Promote positive behaviour and table manners among children.
- Provide comfort to children in distress.
- Supervising children using toilet facilities, checking they wash and dry their hands.
- Caring for the personal cleanliness of children
- Cleaning up spillages, cleaning down tables and clear the dining area
- Being aware of child safeguarding principles and reporting concerns.
- Attend to minor injuries and ensure children's safety.
- Other tidying / cleaning:

- Washing up after snack time.
- Cleaning the toilets / sinks
- Fridge / shelves / cupboards (on a rota)
- Notifying office team when short of stock.

Skills and Qualifications:

- Enjoyment of working with children and the ability to control and supervise them
- Effective communicator (with young children as well as adults) and active listening skills.
- Ability to work well in teams and adapt to changing situations.
- Patience and the ability to stay calm.
- Experience working with children is useful.
- First Aid qualification is an advantage, but training will be provided.

Safeguarding and child protection

Everyone working with children has to pass checks to ensure they are a safe and suitable person to work with children. You will be asked to declare any criminal convictions and a DBS (enhanced criminal record check) will be carried out on the successful applicant. These checks will be carried out at our expense.

Pay

£11.50 - £11.80 per hour

Benefits:

- Opportunities for further work within our setting.
- Supportive work environment.
- Employee assistance program
- Staff discount on childcare.