



The Post	
Job Title:	Early Years Lunchtime supervisor
Reference:	
Reports to:	Nursery Manager
Responsible for:	<p>We are looking for a friendly and patient person to support with the management of playtime and lunches at our Nursery. Additionally, there is the opportunity to complete some extra regular hours in the nursery for the right candidate.</p> <ul style="list-style-type: none"> Supporting children to eat their lunches appropriately, ensuring drinks are provided and helping with the social skills of sharing lunchtime with peers. Supervising playtimes, and ensuring children engage in active and positive play. Cleaning the dining area to the required standard and maintaining health and safety/food hygiene regulations. As a temporary keyworker, you will ensure every individual child's needs are met. Safeguarding children is your priority Safeguarding and promoting the health, safety and welfare of children Following and implementing all of the policies and procedures The role will require a confident person to work with who is comfortable working with, and who can switch easily between different age groups in order to give early years staff a break for their lunch.

Main Purpose of the Role

- Your primary responsibility will be to supervise the Nursery children whilst they eat their lunch and during lunchtime play.
- Provide a safe environment for children and take responsibility for supervising and assisting children over the lunchtime period. To make decisions to resolve problems and issues that may arise during the lunchtime period
- To monitor children in the dining room in order to encourage children to eat healthy, balanced lunches
- Ensure children their safety and wellbeing.
- Set up and clear away tables and chairs in dining areas; clean up any spillages of food and drink, and sweep the floors once they have been cleared, to ensure that the dining areas are ready for children to use when required, and that floors are kept clean and safe
- Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied during the lunchtime period and to organise the lunchtime period and co-ordinate duties with colleagues to ensure an appropriate balance of dining and recreation time for children
- Liaise with staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the nursery
- Deal with, record and make appropriate decisions concerning first aid incidents and illness to ensure maximum safety for the children during lunchtime. Check, monitor and resolve health and welfare issues, and where necessary refer these to the appropriate members of staff
- Organise and decide on procedures and activities in the event of wet weather and to undertake a regular review of successful and unsuccessful sessions to ensure that children are happy and occupied during the lunchtime period



- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To help ensure the nursery meets Ofsted requirements at all times.
- To understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To ensure any records are properly maintained if required, e.g., accident and incident book, risk assessments

Main Duties

The post-holder will be responsible for:

- To attend team meetings and imputing ideas.
- Under supervision, provide all aspects of care for children including washing, changing and feeding.
- To assist with meeting the personal and emotional needs of individual children.
- To provide adult interaction with children in the nursery.
- To be aware of the nurseries confidentiality policy
- Support all staff and engage in a good staff team.
- To attend ALL out of working hours activities, e.g. training, monthly staff meetings, parents evenings.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time to time.
- The trainee's duties must at all times be carried out in compliance with the nursery's Equal Opportunities policy.
- Look upon the nursery as a "whole" where can you help be most utilised, be constantly aware of the needs of children.
- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the nursery and to uphold its standards at all times.
- To be aware of all emergency and fire evacuation procedures.
- To understand that as part of training you will be required to move to other parts of the nursery.
- To be flexible in hours and duties in order to meet the needs and requirements of the nursery.
- To keep abreast of new childcare legislation and practices
- Any other duties requested by the Manager

Personal Qualities and Attributes:

- To contribute and be part of the ethos of The John Wallis Academy and be positive towards the Academy's goals. This position holder must enjoy completing their work in a professional and positive manner, relish solving problems, and take pride in helping people.
- To communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents.
- To enjoy helping others and be able to cope with work pressure points, disruptions and things going wrong in a professional, calm and measured manner.
- To be highly motivated and to have a flexible approach towards work and working hours.
- A good level of spoken English and the ability to communicate well with both adults and children.
- Patience and understanding
- Good time keeping and reliability.



Health and Safety:

- Complying with health and safety legislation.
- Notifying Designated Officer of any safeguarding concerns
- Remaining aware and observant of all health and safety issues in the Nursery and where possible reducing the risk of any accident, even in the absence of a risk assessment.
- Maintaining the highest standards of cleanliness/tidiness within the Nursery.
- Carrying out health and safety checks as outlined within The John Wallis Nursery policies and procedures.
- Adhering to health and safety procedures, including the carrying out of risk assessments.
- Monitoring the outcome of risk assessments and fully implementing the specified controls.
- Monitoring the Completion of accident and incident records effectively.
- Ensuring The John Wallis Nursery medicine procedures are adhered to.
- Maintaining allergy management systems in line with The John Wallis Nursery policy.



Person Specification			
Qualifications and Training	Essential	Desirable	Method of assessment
Minimum of Level 3 Diploma for Early Learning and Childcare or equivalent		x	Application Form/Interview
Current First Aid Certificate	x		Application Form/Interview
Appropriate safeguarding training	X		Application Form/Interview
Food Hygiene Certificate	x		Application Form/Interview
Experience and Knowledge	Essential	Desirable	
Experience of working with 0- to 4-year-olds within a Nursery setting for a minimum of 2 years		x	Application Form/Interview
Possessing a thorough knowledge of Ofsted/Early Years Foundation Stage day care standards and effectively implementing these requirements		x	Application Form/Interview
Experience of working in a supervisory or management capacity			Application Form/Interview
Experience of Nursery administration including preparing policies and procedures			Application Form/Interview
Experience of working with children and young people and having a proven positive impact on raising attainment		x	Application Form/Interview
Knowledge and previous experience of SEND duties and of improving SEND outcomes within a Nursery or School environment		x	Application Form/Interview
Supporting and monitoring EYFS statutory framework (England), to ensure each child develops within a stimulating environment		x	Application Form/Interview
Skills and Attributes	Essential	Desirable	
Working within the required standard, ratios and conditions of registration	x		Application Form/Interview
Delivering equal opportunities in a play setting, provide and facilitate safe and creative education	x		Application Form/Interview
Demonstrable ability to communicate effectively in both oral and written form	X		Application Form/Interview
Creative and innovative	x		Application Form/Interview
willing and enthusiastic in undertaking continuing professional development	x		Application Form/Interview
Data and IT literate with good IT skills to use IT based resources to support pupils and parents		x	Application Form/Interview
Good influencing skills to encourage pupils to interact with others and be socially responsible	x		Application Form/Interview
Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload		x	Application Form/Interview
Experience of invoicing			Application Form/Interview



Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents, awareness of needs of children and families	x		Application Form/Interview
Ability to work as a team member	x		Application Form/Interview
Ability to work on own initiative, using judgement and common sense	x		
Qualities	Essential	Desirable	
Able to confidently liaise with senior colleagues including in formal settings	x		Application Form/Interview
Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures	x		Application Form/Interview
Personal and professional authority and resilience	x		Application Form/Interview
Empathetic, tactful and diplomatic	X		Application Form/Interview
Solution focused, working collaboratively and collegially with colleagues and stakeholders		x	Application Form/Interview
Excellent inter-personal skills	x		Application Form/Interview