



WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title:	Lunch Club Assistant Unqualified	
Location:	The Ambleside Centre	
Reports To:	Headteacher	
Grade:	2 – point 3	
Employment Status:	Part-time, Term time only	
Hours of Work:	7.5 hours per week - Monday to Friday - 11.45am to 1.15pm	
Job Purpose	To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and during their play time.	
Departmental/Team Purpose:	To provide a seamless education, care and support service for families with young children and for practitioners who work with them.	
Organisation Chart:	<pre>graph TD; A[Headteacher] --> B[Teachers]; B --> C[Early Years Practitioners]; C --> D[Lunchtime Assistants];</pre>	

Main Tasks/Accountabilities
1. To demonstrate commitment to the Centre's aims and policies
2. Assist with putting out tables and chairs for lunch.
3. Ensure that the tables and the area are clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon session.
4. To support the children to be as independent as possible during meal times.
5. Administer First Aid as required, and ensure that all accidents are recorded and reported.
6. Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern.
7. Follow the Safeguarding policies and the procedures of the nurseries.
8. Observe Health and Safety regulations at all times.
9. Retain the confidentiality on all aspects of school life
10. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.