

JOB DESCRIPTION

NURSERY LUNCHTIME SUPERVISOR

Rate of pay

- NMW PER HOUR; paid 31st of each month

Hours

- Working hours are all year round, Monday to Friday (10-16 hours per week), on plus the flexibility to work extra hours as and when needed.
- Monday to Friday 12.00 till 2.00.
- Additional hours can be offered.

Role

To provide high quality care and early years' education for children at Squirrels

Principal duties and responsibilities

1. To provide cover for existing staff at lunchtimes.
2. To help with groups of children providing support; help with transferring children around the site, if required, and to help tidy away ensuring that the environment is clean and safe at all times.
3. To follow all necessary procedures when taking care of younger children during rest times
4. To advise the room leaders of any concerns e.g. safeguarding, parents/carers or the safety of equipment and to take initiative when appropriate.
5. To be aware of any special educational needs a child may have and to familiarise oneself with relevant individual education plans.
6. To care for children, offering the highest possible standard of support and stimulation.
7. To attend training and meetings as required.
8. To undertake any other reasonable duties as directed by the Senior Leader, Deputy Manager or Manager
9. To ensure confidentiality is maintained in line with company policy
10. To keep up to date with current good practice

Your duties will be as set out in the above job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

NB This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants must be prepared to disclose any convictions they may have and any orders which may have been made against them. This post is subject to an enhanced disclosure and barring service certificate DBS and two references from previous employers that meet our rigorous criteria.

JOB SPECIFICATION

NURSERY LUNCHTIME SUPERVISOR

Specification	Essential Criteria	Desirable Criteria	How Assessed
Qualifications		<ul style="list-style-type: none"> • First aid • Basic food hygiene • L2 or 3 in Early Years • Show a continued commitment to ongoing professional development 	<ul style="list-style-type: none"> • Certification • Application Form • Interview
Experience	<ul style="list-style-type: none"> • Previous experience in an early years setting/or caring for children 	<ul style="list-style-type: none"> • Experience of providing care and education to children from a wide range of backgrounds, including those with special educational needs and those who speak English as an additional language 	<ul style="list-style-type: none"> • Application Form • Interview
Knowledge	<ul style="list-style-type: none"> • Excellent understanding of the needs of young children • Equalities issues and implementation and development of equalities practices 	<ul style="list-style-type: none"> • Working knowledge of the EYFS welfare Requirements • Working knowledge of the early years foundation stage • Relevant procedures and legislation (eg health and safety, paediatric first aid, food hygiene) • Safeguarding children issues and procedures 	<ul style="list-style-type: none"> • Certification • Application Form • Interview
Skills & Abilities	<ul style="list-style-type: none"> • Warm and positive approach to children • Outstanding team player • Record keeping and report writing • Ability to develop good working relationships with parents and other service providers • Ability to co-operate and adhere to health and safety policy, practices and instructions • Flexibility including the ability to cope with changing needs and demand 	<ul style="list-style-type: none"> • Ability to observe and assess children's development 	<ul style="list-style-type: none"> • Application Form • Interview

If you have received no communication by 4 weeks after the closing date, please assume that your application has been unsuccessful on this occasion as letters of rejection will not be sent.