Nursery Lunchtime Assistant Job Description

The role of the lunchtime assistant works alongside with the nursery team in maintaining and organising the required staff to child ratio at all times while main nursery staff take their particular lunch breaks. The role involves helping children enjoy their lunchtimes by supervising them typically 11:45-14:00 daily all year round .

At the Elms we work with children, parents, external agencies and the community to ensure the welfare and safety of children to give them the very best start in life. Children have the right to be treated with respect, be helped to thieve and be safe from any abuse in whatever form.

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Position Details

Elms Day Nursery

Location: University of Birmingham, Edgbaston, Birmingham UK

Grade 2, step 1, 0.28 of FTE, 11.20 hours per week

Part time starting salary is normally in the range £7,536 all year round

DBS Clearance Required

Our offer to you

People are at the heart of what we are and do.

The University of Birmingham is proud to have been a part of the City of Birmingham and the wider region for over 100 years, and we are equally proud to be recognised as a leading global university.  We want to attract talented people from across the city and beyond, support them to succeed, and celebrate their success.

We are committed to helping the people who work here to develop through our sector-leading Birmingham Professional programme which provides all professional services staff with development opportunities and the encouragement to reach their full potential.  With almost 5,000 professional services jobs in a wide range of functions in Edgbaston and in our campus in Dubai, there are plenty of opportunities for you to be able to develop your career at the University.

We believe there is no such thing as a typical member of staff and that diversity is a source of strength that underpins the exchange of ideas, innovation, and debate.  We warmly welcome people from all backgrounds and are committed to fostering an inclusive environment where diversity is at the heart of who and what we are, and how we work.

Supporting our people to achieve a healthy work/life balance is important both to our employees and to the success of the University and, depending on the role, we offer a variety of flexible working arrangements. We, therefore, welcome discussions on all forms of flexible working.

Find out more about the [benefits of working for the University of Birmingham](https://intranet.birmingham.ac.uk/hr/pay-and-reward/benefits/index.aspx)

On campus, there is also a state-of-the-art sports centre with a pool, shops, places to eat and drink, an art gallery, a museum, and botanical gardens.

Job Summary

The role of the Nursery Lunchtime Assistant is to ensure that all children attending The Elms Day Nursery receive high quality care, are kept safe, and receive rich and stimulating play experiences which meet their individual needs and support all aspects and components of the Early Years Foundation Stage curriculum. This role will entail light domestic duties as and when required in the playrooms.

This role as a Nursery Lunchtime Assistant is working up to 11.20 hours per week for a private early years day nursery based in leafy Edgbaston, next to the University of Birmingham campus offering excellent public transport links. You will receive a generous package of benefits including:

* 40 days paid holiday a year
* 1 paid day a year for volunteering
* 2 paid staff training days
* Occupational sick pay
* Discounted gym membership at the new sports centre
* Recognition scheme
* Staff discount on childcare
* Ongoing training and development opportunities

## Main Duties

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| Item | Duties | % |
|  | * Responsible in preparing and setting the tables. He/she is also responsible it clearing them away.
* May work in all areas helping staff and children during mealtimes. He/she is responsible in feeding the children and providing them right amount of food according to age and weight.
* Responsible for feeding bottles and preparing meals for younger children.
* Responsible in assisting the nursery team in providing the appropriate play opportunities and to also have continuous interaction with the children who are under their supervision.
* Responsible in setting out the room with toys and activities as well as arranging furniture so children could access them more easily.
* Work as part of team or on an individual basis

Personnel* Notify the Management Team of any concerns or issues regarding Company policies and procedures.
* Maintain a positive attitude at all times with children, parents, carers, visitors and work colleagues.
* Ensure confidentiality, where appropriate, is maintained.
* Work as a team with other team members and undertake any other duties as reasonably requested by line management.
* Actively participate in all self-development activities including appraisals, 1:1 meetings and interim performance reviews.

Training* Learn about and keep abreast of current developments in childcare and education policy and practice.
* Attend regular team meetings, planning meetings and undertake training as required.

Facilities* Ensure efficient and effective use of available resources reflecting diversity.
* Undertake a shared responsibility the premises, garden and equipment are well maintained and meet Health and safety/EYFS requirements.
* Ensure that the nutritional needs of the children are met and the Food Safety Regulations are complied with.

Health and Safety* Take responsible care for the Health and Safety of themselves and colleagues who may be affected by acts or omissions at work.
* Demonstrate the highest standard of hygiene and cleanliness of the children at all times.
* Ensuring the premises and the environment are safe, clean, tidy and well maintained.

The nursery team has a personal responsibility to identify any training and development they feel they need to meet the requirements of their role. The nursery team has direct access to Human resources in all matters relating to their employment. For all day-to-day operational matters the Nursery Manager is the immediate supervisor.The duties and responsibilities listed above form part of the contract of employment and describe the post as it is at the present time. The University of Birmingham reserve the right to change the duties and responsibilities above and the post holder is expected to accept any reasonable alterations that from time to time may be necessary. |  |
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Required Knowledge, Skills, Qualifications, Experience

· Experience in working with children from birth to five years and behaviour management

· A sound knowledge of child development from birth to five years

· An understanding of the Early Years Foundation Stage curriculum and the statutory framework

· An understanding of Health & Safety in the workplace

· An understanding and commitment to Equal Opportunities and Child Protection procedures

· A willingness to undertake relevant training such as First Aid

· A genuine love of and gain enjoyment from working with children

· Be both mentally and physically suitable to care for children

· Emotional resilience in working with challenging behaviours

· Effective communication skills and the ability to write legibly

· Able to work as part of a team

· Honest, reliable and flexible

· Able to demonstrate reliability and have a good attendance record

· A professional attitude and manner

· An enthusiastic and energetic approach to work

Pre-employment

The University is committed to safeguarding and we promote safe recruitment practices, therefore all associated pre-employment checks will be undertaken before any appointment is confirmed.  Due to the nature of the work undertaken in this role all successful applicants will be subject to a satisfactory DBS clearance prior to appointment.

Informal enquires and CVs to Selina Hunt, email: s.hunt@bham.ac.uk or Sarah Perrott, email: s.l.locke@bham.ac.uk Phone: 0121 414 8118

View our staff values and behaviours [here](https://www.download.bham.ac.uk/vacancies/images/Values%20and%20Behaviours200-500NEW.png)

*Valuing excellence, sustaining investment*