

## JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division: DCEEHS
Post Reference No:	Location: New Bridge Nursery School
Job Title: Lunchtime Nurture Assistant	Grade/Salary Range: RG2 Spinal Point 3 £9.90 per hour

### JOB PURPOSE

LEVEL 1 - Under the direction/instruction of senior staff provide safe, caring and nurturing lunchtime provision for the children

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOL STRUCTURE

The post reports to Head of School.

### MAIN DUTIES AND RESPONSIBILITIES

#### Organisation

- To build a positive relationship with the children
- To support children in accessing their lunch with independence and making friendships
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- To follow the school guidelines and policies.

#### Administration

- Maintain accurate records of accidents or incidents

#### Resources

- To use minor first aid equipment if required
- Accident records

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall caring ethos of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working if required

### SCOPE OF JOB (Budgetary/Resource control, Impact)

As above

## SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? ~~NONE/STANDARD/ENHANCED~~

Does the post require a Protection of Vulnerable Adults (POVA) check? ~~YES/NO~~

Does the post require a Protection of Children Act (POCA) check? ~~YES/NO~~

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - Please specify

Is this post 'politically restricted'? ~~YES/NO~~

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? ~~LEVEL 1/LEVEL 2/LEVEL 3~~

## PERSON SPECIFICATION

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### Qualifications/Education/Training:

Literate as demonstrated in similar work or basic skills qualification or equivalent

### Experience

Previous experience is not necessary

### Knowledge, Skills and Abilities

- A genuine love of working with children
- Ability to relate well to children and adults, promoting equality and equal opportunities for all
- Work positively as part of a team, understanding school roles and responsibilities and your own position within these
- You will understand the importance of confidentiality
- Flexibility and reliability are essential
- Ability to use initiative
- Good verbal communication skills
- Awareness of health and safety and safeguarding children
- Able to model positive behaviour
- You will be confident in a range of situations

### Specific Working Requirements