

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Division:
Post Reference No: NBLNA 04/24	Location: New Bridge Nursery School
Job Title: Lunchtime Nurture Assistant	Grade/Salary Range: RG2 Spinal Point 3-4

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