



WESTCHESTER HOUSE
NURSERY SCHOOLS

JOB PROFILE

POSITION: LUNCH COVER ASSISTANT

JOB OVERVIEW

What is the purpose of the job?

Under the supervision and guidance of senior staff you will provide the highest level of care for children attending the nursery.

What do you have to achieve?

- The individual needs of children are identified and met during staff lunch period.
- Company policies, procedures and operational practices are adhered to at all times.
- Positive working relationships with children and staff.
- To work with a variety of age ranges.

Reports to: Team Leader/Room Leader

KEY TASKS	<ul style="list-style-type: none">• Provide a positive role model to ensure that the Company values are maintained.• To interact with a positive and social manner toward all the children in your care.• Ensure that equality of access and opportunity is afforded to all staff, parents and children.• Supervise and support children at all times.• Ensure the individual children's needs are met, to include feeding, nappy changing and sleep time.• Contribute to maintaining an attractive and welcoming environment.• To cover house keeping duties, this will include laundry and general cleanliness of the nursery.• Read, understand and implement all Company policies, procedures and operational practices.• Ensure that any changes to policies, procedures and operational practices are adhered to within the required timescale.• Notify the line manager of any concerns or issues regarding Company policies, procedures and operational practices.• Maintain a positive attitude at all times with children, parents visitors and work colleagues.• Ensure confidentiality is maintained where appropriate.• Attend regular staff meetings, planning meetings and undertake training as required.• Work as part of a team to ensure that the Company values are maintained.
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Please note that this job description is not exhaustive and you are required to carry out other duties in line with your role. This job description may be reviewed in the future.