



Lunchtime Assistant – Job Description

Responsible to: Manager & Session Supervisor

Purpose of job:

To ensure the smooth operation of lunchtime breaks.

Main Duties

- To supervise and ensure the welfare of the children during the lunchtime break, both inside and outside the building. In wet weather to supervise the children inside.
- To monitor the behaviour of the children at all times, in conjunction with the pre-school's policy on discipline and behaviour.
- Administer First Aid as required and ensure that all accidents are recorded in the accident book.
- Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situation that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the session supervisor or manager.
- Observe Health & Safety regulations relating to the school at all times.
- Retain the confidentiality on all aspects of school life.