

Job Description

School: Caverstede Nursery School

Job Title: Lunch Club Assistant

Post No:

Grade: Grade 2

**Reports to
(job title):** Line Manager

**DBS Check
applicable?** Enhanced

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

No

Main Duties and Responsibilities:

Internal Responsibilities

- Accountable to the Senior Teacher
- Responsible to Line manager
- To ensure our Lunch Club procedures are consistently followed
- To support the children in their social development and good table etiquette by eating with the children
- To encourage a healthy lifestyle ethos e.g. healthy eating, hand hygiene and toileting
- To know the children in your care, ensuring their safety and welfare at all times
- To clean and prepare the lunch area before use
- To assist the children to prepare for Lunch Club
- To sit with the children, support them to eat their own packed lunch and encourage good eating
- To maintain a vigilant awareness of children's individual allergies, dietary requirements and care plans, ensuring full compliance with EYFS safeguarding and health procedures, and responding promptly and appropriately to any signs of an allergic reaction
- To ensure high standards of food safety and hygiene, including food preparation and practices with children aged 2 – 4 years to minimise choking risks
- To motivate and encourage the children as per the Lunch Club procedures
- To feed children with complex and significant needs when required
- To prepare food as may be required to reduce the risk of choking
- To support an inclusive culture for all children, including individual needs and requirements
- To actively support the children's development of listening skills and communication, including vocabulary
- To promote a happy, friendly caring environment for the children
- To be aware of child protection issues and follow School procedures, i.e. report any signs of illness, neglect or apparently non-accidental injury
- To follow the School's First Aid procedures
- To maintain a professional relationship with children and parents/carers
- To ensure Lunch Club Documentation is completed at the end of the lunch session when required
- To liaise with classroom staff to agree the snack requirements

- To prepare snack as required
- To clean the lunch area and kitchen after use
- To clean bathroom facilities once lunch complete to support daily cleaning regimes

2. Responsibilities as a School Team Member

- To comply with all the policies, practices and procedures of the School and to carry out all duties with full regard to the agreed equal opportunities principles.
- To hold, or attain Paediatric First Aid Qualification
- To work with professionalism and confidentiality at all times.
- To attend the School meetings when appropriate.
- To play a full and active role in the School's Professional Development including dedicated days.
- To actively promote the work of the School at all times.
- To undertake any other reasonable duties the Headteacher may require.

Generic Responsibilities: Governors of this school are committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Headteacher reserves the right to make changes to your job description following consultation.

DATE: 27th February 2026 **COMPLETED BY:** Business Manager

PETERBOROUGH



Person Specification

JOB TITLE:	Lunch Club Assistant	POST NO:	
SCHOOL:	Caverstede Nursery School	GRADE:	Grade 2
DAYS:	Term Time Only 195 days	HOURS	10 hours per week
DIVISION:	Children's Services	HEADTEACHER:	Debbie Hayes
DATE:	27th February 2026	COMPLETED BY:	Business Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> An awareness of Healthy Eating and its importance to Health & Wellbeing An awareness of Basic Food Hygiene An awareness of good hygiene practices to reduce the risk of transmission of infections Demonstrate strong awareness of food allergies and dietary requirements. Knowledge of food safety and hygiene procedures in early years, including safe food handling, choking hazards and prevention strategies 	<p>National Nutritional Standards</p> <p>An understanding of how to safeguard and promote the health, safety and welfare of children</p>
SKILLS & ABILITIES	<ul style="list-style-type: none"> Be able to supervise young children Good communication skills and a caring nature Have a flexible enthusiastic and adaptive approach to work Reliable and good time keeping Honest and Trustworthy Show patience and understanding Be able to follow procedures Sensitivity to the needs of the children To encourage high standards of behaviour at all times The ability to converse at ease with staff, children and families in accurate spoken English Confidentiality Ability to adhere to allergy management procedures. Maintain vigilant awareness of children's known allergies and dietary requirements, ensuring strict compliance with allergy management procedures. Ability to respond promptly and appropriately in the event of an allergic reaction Ability to respond appropriately to a choking incident 	<p>Recognise behaviour giving cause for concern and inform class teacher</p>
EXPERIENCE	<ul style="list-style-type: none"> Operating in a team environment Ability to work under your own initiative and as part of a team 	<p>Experience of working with young children</p> <p>Previous experience in a similar role</p> <p>Previous experience of working with children with SEN.</p>
QUALIFICATIONS	<ul style="list-style-type: none"> Willingness to learn A good level of written English Commitment to undertake relevant training, 	<p>Childcare qualification level 2 or above</p> <p>English GCSE grade C or</p>

	including Food Allergy Awareness, Food Hygiene Training and Paediatric First Aid Qualification	equivalent Basic Food Hygiene Paediatric First Aid qualification
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Professional, hardworking and dedicated • Enjoy working with children • Friendly and approachable • Have a sense of humour • Be committed, flexible, positive and enthusiastic • Calm under pressure 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	