



# ST. THOMAS' C.E. PRIMARY SCHOOL

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Headteacher Mr Ian Moss BA Cert Ed

Inspiring Faith, Love  
and Learning

**POST TITLE: NURSERY LUNCHTIME ASSISTANT**  
**REPORTS TO: NURSERY TEACHER / EYFS LEAD**

## PURPOSE AND SCOPE OF THE POST

Nursery lunchtime assistants are responsible for helping with the care and supervision of children aged 3-4 in the school during the lunchtime period. The work will be carried out in the dining room, nursery classroom and playground. Principal duties include:

### Dining room

- Promoting positive behaviour whilst in the dining hall
- Helping with the implementation of efficient systems to ensure health and safety rules are followed
- Encouraging independence and good table manners in pupils through practical assistance, social training and by being a positive role model
- Assistance with food distribution
- Supervision of children as they move between the dining hall and classroom

### Playground and classroom

- Care and supervision of children in playground or classroom, ensuring all H&S routines are followed
- Supervision of hand washing/toileting
- Undertaking activities set by the classroom teacher for pupils to ensure their safety and assist with their physical, emotional and educational development
- Communicating instructions to pupils using tone and language appropriately
- Demonstrating patience and understanding, and a willingness to help pupils.
- Monitoring the needs and behaviour of pupils and reporting these to the classroom teacher, as appropriate

### First Aid

- Administering first aid in the case of a simple accident or following school procedure for more serious cases.
- Recording and reporting all accidents according to school policy