

Role Profile



Part A - Grade & Structure Information

Job Family Code	1/2OS	Role Title	Lunchtime Assistant
Grade	S1/2	Reports to (role title)	Centre Secretary and Leadership Team
JE Band	98-113	School	Dorking Nursery School
		Date Role Profile was created	Jul-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To provide additional support to the servery and classroom teams with the expansion of numbers of roll and children doing lunches. To provide cover support for staff absence in the servery. See separate list of duties associated with the role.
Work Context	Dorking Nursery School is an outstanding rated maintained nursery school in Surrey. The ethos is that staff are highly skilled, hard working, committed and have a passion to see disadvantaged families succeed. Those working for Dorking Nursery School will be expected to have drive and be willing to be flexible in their approach and uphold our three core values, Trust, Community and Education.
Line management responsibility if applicable	None
Budget responsibility if applicable	None

<p>Representative Accountabilities</p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Service delivery</p> <ul style="list-style-type: none"> • Carry out basic cleaning and cleaning tasks to leave the facility clean and tidy. • Carry out basic repair and/or maintenance duties as instructed. • Collect and use tools and equipment needed for given tasks, check they are safe and fit for use, keep in good condition and return on completion. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Carrying out simple and repetitive tasks in accordance with defined standards and quality. <p>Work with others</p> <ul style="list-style-type: none"> • Answer simple queries politely and refer others. • Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Basic numeracy and literacy. • Ability to understand basic health and safety and hygiene and other relevant procedures. • Able to operate basic equipment. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Able to exchange basic information verbally or in writing. • May be required to undertake manual handling and physically demanding work.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Ability to take initiative and be proactive.</p> <p>Good communication and team skills.</p> <p>Knowledge of health and safety legislation, and good practices in particular relation to food hygiene</p> <p>Good time-keeping and work to deadlines.</p> <p>Physical ability to carry out classroom equipment handling tasks, i.e. lifting, climbing and moving of items.</p> <p>Flexible</p> <p>Physically able and willing to be 'on the go' for periods of time.</p> <p>Willing to undertake training and take responsibility for their own CPD.</p>
<p>Role Summary</p>	<p>Roles at this level carry out basic preparation, catering, cleaning and maintenance tasks in a defined area using basic tools and equipment in support of the provision of an operational service. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>

The nursery school is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background checks by the Disclosure and Baring Service and satisfactory references. All shortlisted candidates will be subject to online recruitment checks



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