



GREAT WALSTEAD
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We are looking for a
Early Years Lunchtime Assistant

to start as soon as possible

Monday to Friday
11.50 am to 1.40pm, term time (34 weeks)
Salary £4,097.20 per annum

This is a wonderful opportunity to be part of our excellent team who are very supportive and friendly and always have the children's happiness at the heart of everything they do.

The successful applicant will:

- Experience of working with children in the 2.5 – 7 years age group
- Be sensitive and caring to the needs of young children
- Be willing to sit with the children while they have their lunch, encouraging the children to eat a range of foods
- Interact with the children after lunch, joining in with play in the PreSchool or the PreSchool garden

Further details and an application form can be obtained at the School's website
<https://www.greatwalstead.co.uk/about-us/employment-opportunities>

Closing date for applications: Noon, Friday 25th April 2025
Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website

Registered Charity No 307002





Job Description

Job Title: Early Years Lunchtime Assistant
Responsible to: Early Years Lead

Main purpose of job

To assist with the lunchtime and break for children in EYFS (Early Years Foundation Stage) from the age of 2.5 – 5.

Key Responsibilities

- Support children preparing for lunch, washing hands, changing nappies. etc
- Serve meals following school allergy plans
- Sit with children at lunch creating a family style lunch, engaging in conversation,
- Encourage children to eat a range of food
- Supporting children to develop appropriate table manners.
- Clearing tables once the children have finished eating
- Spend time with the children in Preschool after lunch, joining in with children's play, including reading stories and following our kind and caring ethos

Person Specification

Criteria	Essential	Desirable	Evidence
Qualification		Relevant Educational Level 2 qualification	Application Form/Interview
Experience		Experienced in working with this age group	Application Form/References
Skills	<p>Sensitivity: listens well and understands others' needs and perspectives; caring and sensitive to the needs of children</p> <p>Self-motivation: meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate on-going training/updating.</p> <p>Teamwork: self-aware; collaborates well; ability to work alone and as part of a team.</p> <p>Organisation: systematic; efficient; meets agreed priorities.</p> <p>Physical: able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines</p>		Application Form/Interview/References

Within this role you could be expected to work in any of the following areas of the school so please see the below addendum.

I hereby confirm that I have read, understood and accept the contents of this job description

Signed.....

Dated.....