1. Job Details

Job title: Tea / Lunch Relief

School/Support Department: Corporate Services

Unit (if applicable): University Day Nursery

Line manager: Day Nursery Manager

2. Job Purpose

To cover staff whilst they are on coffee/ lunch breaks

3. Main Responsibilities

(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

<table>
<thead>
<tr>
<th>Approx. % of time</th>
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<tbody>
<tr>
<td>1. To undertake all tasks in full compliance of Child Protection Guidelines 20</td>
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<td>2. To ensure the Health and Safety of all children in compliance with Nursery Policy 20</td>
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<td>3. To ensure all playroom staff have cover for all coffee and lunch breaks 40</td>
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<td>4. Undertakes the above duties and any other additional duties as requested by management 20</td>
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4. Planning and Organising

Must be able to follow instruction and follow work routines and show initiative when required
To participate in Professional Review and Development processes
To participate in training to support professional and personal development

5. Problem Solving

To be able to prioritise tasks as required to the needs of the staff and show flexibility to adapt to an ever changing situation

6. Decision Making

Collaborate with playroom staff

7. Key Contacts/Relationships

Must have the necessary interpersonal skills to be able to work harmoniously within a team and be helpful when dealing with children/ staff
Key daily contacts will involve dealing with Manager/Deputy, Senior Staff, Nursery Nurses, Nursery Assistants, Cook, Secretary, children and some contact with parents

8. Knowledge, Skills and Experience Needed for the Job
No formal qualification is necessary, but would be an advantage. Must have experience in working with children and have a flexible attitude to the position undertaken.

9. Dimensions
To work as a member of a team ensuring staff’s needs are met

- Manager
- Deputy Manager
- Senior Secretary
- Senior Nursery Nurses
- Baby Room Supervisor
- Nursery Nurses
- Nursery Assistants
- Tea / Lunch Relief

10. Job Context and any other relevant information
Must have Enhanced Disclosure