



The
**Sunshine
Centre**

SUPPORTING & ENCOURAGING COMMUNITIES

Edmunds Road, Banbury

Oxfordshire OX16 0PJ

01295 276769

community@sunshinecentre.org

www.sunshinecentre.org



Lunchtime Supervisor

Job Description and Person Specification

Working pattern: Monday to Friday, 11.30am to 1.30pm – Term Time 38 Weeks per year

Reporting to: The Sunshine Centre Senior Management

Location: The Sunshine Centre Childcare, on-site

Role purpose

To support the safe supervision, care and wellbeing of children during the lunchtime period, in line with the Centre's safeguarding, health and safety, safer eating and operational procedures.

Aims of the role

The Sunshine Centre Childcare is open between 8.00am and 6.00pm, Monday to Friday. This role covers the lunchtime period and supports the delivery of a safe, consistent and child-centred routine.

The Sunshine Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All practice must prioritise children's welfare and dignity, including during personal care routines where applicable.

Key accountabilities and responsibilities

The post holder will be required to:

- Support childcare staff over the lunchtime period, following agreed staffing arrangements and supervision expectations.
- Assist in setting out and clearing away the room to maintain a safe, clean and organised environment.
- Ensure equipment and cleaning materials are stored safely.
- Provide age-appropriate care duties as directed by the childcare team, maintaining children's dignity and wellbeing.
- Assist in maintaining the safety and supervision of all children, including active supervision indoors and outdoors and safe management of transitions.
- Observe and follow the childcare routine.
- Record and report any concerns, accidents, incidents or changes in children's presentation in line with Centre procedures.
- Assist with setting out food and supporting children during lunch, following safer eating, allergy, dietary, choking prevention and hygiene procedures.
- Encourage positive mealtime behaviour and independence, appropriate to each child's age and stage of development.
- Work closely with the childcare team to provide a stimulating, happy and caring environment.
- Maintain professional and respectful communication with children, parents, carers, visitors and colleagues.



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- Maintain high standards of hygiene, cleanliness and infection control.
- Ensure the premises and environment are safe, clean, tidy and well maintained.
- Follow The Sunshine Centre's policies and procedures, including safeguarding, child protection, whistleblowing, health and safety, equality, confidentiality and information sharing.
- Support the Centre's equal opportunities approach, promoting inclusion, dignity and respect.
- Follow any risk assessments relevant to the lunchtime period.
- Participate in learning and continued professional development, including safeguarding training required for the role.
- Maintain confidentiality and comply with data protection requirements.

Safeguarding role requirement

All concerns, disclosures or observations that may indicate a child is at risk must be recorded factually and reported immediately using the Centre's safeguarding procedure to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or manager on duty.

Staff must not investigate safeguarding concerns themselves.

Where a child may be at immediate risk of harm, staff must escalate urgently in line with Centre procedure.

Person specification

Essential

- Demonstrates a child-centred approach, including respectful communication and prioritising children's welfare.
- Able to follow safeguarding procedures, record concerns accurately and escalate promptly.
- Able to work effectively as part of a team.
- Reliable, flexible and professional, with a good attendance record.
- Able to follow hygiene, safer eating, allergy and health and safety procedures during the lunchtime period.
- Able to carry out the duties of the role, with reasonable adjustments where appropriate.
- Able to maintain confidentiality.
- Committed to equality, diversity and inclusion.

Desirable

- Experience working with children aged birth to five years.
- Food hygiene certificate.
- Awareness of safer eating, allergies and choking prevention.
- Paediatric First Aid certificate
- Previous experience in an early years, childcare, school or similar setting.

Safeguarding requirement

The Sunshine Centre is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow prescribed policies and procedures.

Staff must complete safeguarding training appropriate to their role and apply that training in practice, including following whistleblowing arrangements where concerns relate to staff conduct, unsafe practice or poor practice.

This role is subject to safer recruitment checks, including satisfactory references, right to work checks and an enhanced DBS check with children's barred list check where applicable.

Conditions of employment

This job description is not exhaustive and may be subject to reasonable change following consultation with the post holder, to meet the needs of The Sunshine Centre and the community.

The post holder is required to comply with The Sunshine Centre's policies and procedures.

This job description does not form part of the contract of employment. Contractual terms are set out separately in the written statement of employment particulars.

Date of commencement in post:

Employee signature:

Print name:

Date:

Manager signature:

Print name:

Date:

Date of Review:	May 2026	Who:	Tracy Rogers
Authorised:		Date:	