Job Description

Main duties:

Lead, support and supervise the promotion of positive play at lunchtime;

Lead on the setting up and organisation of equipment and resources for the children to use during playtime;

Ensure that all equipment and resources are available, useable, fit for purpose and safe;

Ensure resources are organised and stored appropriately;

Organise and maintain effective zoning f the playground, in order to cater for a wide variety of differing needs, creating a playground environment inclusive of all children;

To assist in setting out and clearing the hall in preparation for lunch;

To supervise the children coming into the hall for lunch and control the dinner queue;

To assist children during the meal service;

To clear up all spillages during the lunchtime, promptly;

To ensure that any crockery, cutlery, trays and leftovers are returned by the pupils to the relevant collection and disposal points;

To supervise the children in ensuring good conduct in behaviour in accordance with the school’s Behaviour Policy;

To treat the children with dignity and respect, appreciating their positive nature;

To administer basic first aid for minor incidents/accidents and maintain relevant records;

To be aware of children with medical/dietary conditions;

To supervise children in classrooms during inclement weather;

To engage pupils in safe, enjoyable playground activities;

To attend any training courses relevant to the post;

To work within a team;

To ensure that any serious misdemeanours are reported to the Lunchtime Team Leader;

To maintain confidentiality in all aspects of the school and its pupils.

Other duties include:

To actively promote the school’s corporate policies;

To continue personal development to maintain and update skill levels;

To be committed to safeguarding and promoting the welfare of children and young people;

To undertake any other duty as specified by the SLT not mentioned in the above.