



Our Lady and All Saints Catholic Multi Academy

JOB DESCRIPTION – Lunchtime Supervisors (Playworkers)

Fixed term contract

Start Date: As soon as possible

Our Lady of the Wayside Catholic Primary School

Stratford Road, Shirley, Solihull, B90 4AY

Tel: 0121 744 6852

1	Job Purpose
To develop and deliver high quality, inclusive play work and supervisor within the school lunch period for children aged 4-11 years old.	
2	Key Responsibilities
2.1	Main Duties
Set out and collect equipment for the playtime and return after use Ensure that all equipment is available, usable, fit for purpose and safe Develop a programme of day to day activities to encourage play Ensure positive behaviour with reference to Our Lady of the Wayside's School Behaviour Policy Maintain confidentiality and observe data protection protocol Respond to the children's welfare needs or first aid as required Attend training to improve own skills and knowledge, including training on safeguarding Work in a positive way and report any concerns to the Deputy Headteacher Promote the social and emotional development of the children Be alert to Health & Safety, show initiative to minimise risk to children and report concerns to the Deputy Headteacher Work productively as part of a team and make lunchtime orderly but also a social and enjoyable time for the children To monitor children indoors during inclement weather Carry out other duties that may reasonably be regarded as within the nature of duties, responsibilities and grade of this post All holidays are expected to be taken in school closure periods, holidays taken outside this period as by negotiation and agreement with line manager. The post holder is responsible for carrying out any other duties as required by the school as are commensurate with the grade and designation of the post, subject to any reasonable adjustment under the Disability Discrimination Act 1995.	
2.2	People
The post holder should: • Be able to form and maintain appropriate relationships and personal boundaries with children and young people. • Be aware of the needs of individual children in your immediate care, and liaising with appropriate colleagues on matters of mutual concern and success. • Encourage fair and caring behaviour amongst the children and dealing with any challenging behaviours. • Work in close partnership with staff. • Be committed to promoting the Catholic ethos of our school.	
2.3	Safeguarding

Our Lady of the Wayside Catholic Primary School, part of Our Lady and All Saints Multi Academy Company (the MAC), has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.

Our Lady and All Saints Multi Academy (the MAC) is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults for who they are responsible or come into contact with.

The post holder must:

- Read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out
- Carry out annual safeguarding training
- Understand their role in the context of safeguarding children, young people and vulnerable adults. Support the manager in promoting safeguarding and welfare, being specifically responsible for children, young people and vulnerable adults they are responsible for, or come into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system
- Ensure compliance to safeguarding policies and procedures with OLAAS MAC

2.4 Financial

The post holder has no financial responsibilities.

2.5 Building & Equipment

The post holder is responsible for the collection, use and storage of materials for the programme, and for monitoring and requesting materials as required.

2.6 Health & Safety

The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

2.7 Policies & Procedures

The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

3.0 Other Conditions

3.1 Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

3.2 Equal Opportunities

Our Lady and All Saints Catholic Multi Academy is committed to Equal Opportunities and expects all staff and volunteers and value differences to treat everyone with dignity and respect

3.3 Variations in Job Descriptions

Due to the changing customer demands, duties and responsibilities are like to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

3.4 Training & Development

The school is committed to the personal and organisation development of the individual. The post holder will be encouraged to identify job-related development

Complied/Reviewed By:	Mrs C Ashcroft
Date:	June 2026

Signed _____ (Employee) Date _____

Signed _____ (Headteacher) Date _____