

Job Description

Core Purpose

Role: Senior Midday Playleader

Line Manager: Office Coordinator/SLT

Job Purpose

To provide a friendly and efficient lunch experience to pupils and staff at school, serving meals as ordered and keeping all dining areas clean and hygienic.

Duties and Responsibilities

- Assisting with setting up the dining hall for daily lunch service
- To lead a team of Midday Playleaders
- To take on any administration duties as directed by the Lead, and to participate in the recruitment process for employing replacements for any leavers.
- To organise the dining area and playground
- To promote the school behaviour policy, taking the appropriate action to maintain discipline and resolve conflicts in a positive way.
- To record accidents and write clear and accurate incident reports according to the school's procedures.
- To ensure all resources are stored safely and are secured at the end of the day.
- Ensure that packed lunches are in accordance with school policies
- Assist any pupils who may require additional support/encouragement
- Clean Dining areas in between sittings and after lunch has finished in accordance with Guidelines specified
- To provide a continuous presence to ensure the safety and welfare of the children.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role.

Person Specification

	Essential	Desirable
Right to work in the UK	*	
Enhanced DBS Check	*	
Experience		
Previous experience in a school setting		*
Experience of working as part of a team to achieve objectives	*	
Skills and Aptitudes		
Resourceful, adaptable, show initiative and physically fit	*	
Good interpersonal and communication skills	*	
Prepared to take instruction and direction from Team Leader	*	
Ability to work part of a team and to lead a team, giving clear instructions	*	
Ready to learn new skills	*	
Flexibility and enthusiasm for the job	*	
Other factors		
Participates in training and performance management as required	*	
Commitment to Reach2's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	*	
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	*	