



***'Let all that you do be done in love'***  
**1 Corinthians 16 14**



## **Lunchtime Playleader at St Francis of Assisi Catholic Primary School**

Part-Time: 6.25 hours per week  
38 weeks (Term-time + Inset days)

Closing date: Monday 15/12/2025 at 12noon

Interviews: Tuesday 16/12/2025

Start Date: As soon as possible

OLICAT Support Staff Grade B2 - £24,413 FTE

Contract: Permanent



## Job Description

<b>Job Title</b>	Lunchtime Playleader
<b>Salary / Scale</b>	OLICAT Support Staff Grade B2 - £24,413 FTE
<b>Contract type:</b>	Permanent 38 weeks (Term time + Inset) Part-Time – 6.25 hours per week (Monday – Friday, 12pm – 13.15pm) Arrival and departure via Biddenham Turn.
<b>Purpose of the Position</b>	Under the direction of the Head Teacher and The Senior Leadership Team be responsible for the safety, welfare and good behaviour of children during the midday lunch break.
<b>Key Responsibilities</b>	To maintain order and safe supervision of pupils to, from and in the dining hall. Engaging in play throughout the lunch period to give all pupils a positive lunchtime experience. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.
<b>Responsible to</b>	The Headteacher
<b>Accountable to</b>	Trust Strategic Executive Lead (Chief Executive Officer)

## MAIN DUTIES

### General Responsibilities

Support pupils to learn as effectively as possible both in groups and individually for example:

- Supervise the pupils when they are in the dining room eating lunch.
- Clear the dining room after the lunch break including clearing any food and wrapping left on tables and wiping the tables and sweeping the floor
- To be responsible for the behaviour of pupils during the lunch time period both indoors and outdoors, in accordance with the general practices of the school.
- To ensure the Health & Safety practices and procedures affecting pupils and supervisory staff are maintained including the reporting of incidents, action taken etc
- To assist in ensuring only authorised persons/pupils are on the school premises during the lunch time period.
- To co-operate with staff working with pupils participating in lunchtime activities.
- To liaise with the catering contractors on the general service of school meals.
- At the conclusion of the lunchtime period, report to the class teachers on the general conduct of pupils, celebrate achievements and share any concerns.
- If necessary, prepare the layout of the tables in preparation of lunch including laying up tables.
- Clarifying and explaining instructions to the pupils.
- Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help through play as appropriate to pupils' needs
- Using praise, commentary and assistance to encourage and develop social skills.

- Modelling and promoting appropriate use of language to develop children's vocabulary and skills in oracy
- Establish supportive relationships with the pupils concerned.
- Promote the acceptance and inclusion of pupils with SEND and behavioural needs by encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Be able to know and apply school policies: Code of Conduct, Child Protection and Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- Be aware of confidential issues linked to home/pupil/teacher/school
- Participate in training activities offered by the school to further knowledge and skills of working with children with a range of needs.
- Provide first aid to students as needed which could include medical needs such as emergency medication such as inhalers and epi-pens.
- The role will require attending to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).

## **1. Catholic purpose and identity of the school**

- The Lunchtime Playleader must understand the nature and purpose of Catholic education and must be committed to sustain the Catholic identity of the school and safeguard the teaching of the Church.
- The Playleader must undertake to work with the children in the understanding and knowledge of their faith in all undertakings and have due regard to the Catholic character and ethos of the school and Trust.

## **2. Professional Development**

- Participate in the school's appraisal procedures
- Participate as required in relevant training which has been identified by the members of the Senior Leadership Team
- Participate in further training and development in order to improve own learning

## **3. Communication**

- Communicate effectively with pupils and staff.
- Communicate effectively with colleagues, Trust Directors, Governors and other external agencies.

## **4. Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

## **5. Personal and professional conduct**

- Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school.
- Ensure confidentiality is maintained at all times.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

## SAFEGUARDING AND EXPECTATIONS

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, online searches, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

All appointments will be subject to an enhanced DBS clearance and online searches in line with our Safer Recruitment Policy.

Thank you for your interest in St Francis of Assisi Catholic Primary School and Preschool  
<https://www.stfrancisofassisiprimarybedford.co.uk/> part of Our Lady Immaculate Catholic Academies  
Trust. <https://www.olicatschools.org/>

Visits to the school are warmly encouraged. Please contact Emma English on the contact details below to book a tour or to discuss the post in more detail:



01234 352062



[office@sfoa.beds.olicatschools.org](mailto:office@sfoa.beds.olicatschools.org)

We look forward to hearing from you.

# Person Specification

## Lunchtime Playleader

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS & TRAINING			
1. Good level of general education including Maths & English or equivalent	✓		•Application •Interview
2. First Aid Training Certificate		✓	
FAITH COMMITMENT			
1. Understanding of the distinctive nature of a Catholic School	✓		•Application •Interview
2. Commitment to contribute to the Catholic ethos and wider life of the school	✓		
EXPERIENCE & KNOWLEDGE			
1. Experience of working in an educational environment (HE or schools/colleges).	✓		•Application •Interview
2. Knowledge of how to safeguard children in school.	✓		
3. Confidence to use ICT to effectively.	✓		
4. Experience of working in a similar role (at least 1 – 2 years) behaviour management	✓		
5. Understanding of health and wellbeing, safety and child protection, data protection & confidentiality	✓		
SKILLS & ATTRIBUTES			
1. Able to reflect and improve on own practice through CPD	✓		•Application •Interview
2. Willingness to learn from others	✓		
3. Good organisational and time management skills	✓		
4. Effective communication (written and verbal) with colleagues and children as well as leadership	✓		
5. Able to be a team player and effective decision maker	✓		
6. Able to maintain high levels of integrity, professionalism and confidentiality	✓		
7. Able to demonstrate flexibility and calmness under pressure, using own initiative to resolve problems	✓		
PERSONAL QUALITIES			
1. To have empathy with young children	✓		•Application •Interview
2. Physically fit to undertake physical elements of the role	✓		
3. Ability to move and use cleaning equipment/materials	✓		
4. Commitment to safeguarding and diversity.	✓		
5. To understand and promote inclusion, with the needs of our children at heart.	✓		

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to online searches, Enhanced DBS clearance and two satisfactory references.