

JOB DESCRIPTION

PLAYWORKER & LUNCHTIME SUPERVISOR

Main Purpose of the Job

To ensure the security, safety, happiness and good conduct of pupils during the lunch break

Hours of Work

As and when we need you and you are available, term time only.

Duties and Responsibilities

- Supervising pupils in the restaurant, playground and school premises, including the toilets and cloakrooms
- Encouraging children to play safely, and helping with play activities
- Making sure that children do not leave the school premises or go into areas of the school that are out of bounds; knowing the layout of the school both internally and externally, and being aware of site entrances and exits, boundaries and access points for vehicles
- Helping children at mealtimes - this may involve helping some children to cut up their food, showing them how to use cutlery and encouraging good table manners
- Cleaning up spillages and making sure that tables are clean and cleaning the restaurant after service
- Dealing with incidents of misbehaviour and, if necessary, reporting them to the senior member of staff on duty (Head teacher, Deputy Head, Assistant Head)
- Ensuring sick or injured pupils receive First Aid from the staff on duty in the Medical Room
- Dealing with emergency situations such as fire drills
- Listening to pupils, dealing with situations as they arise
- Being vigilant and raising concerns about individual pupils or groups of pupils with the senior member of staff on duty
- Following the school policies in relation to Behaviour, Anti-bullying, Health & Safety and Child Protection
- Co-operating with the school in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety, and that of any other persons who may be affected by their acts or omissions at work.

Other Duties and Responsibilities

- To perform other duties of a similar nature and at a similar level of responsibility to those described, which may be allocated at the time

Responsible to: The Headteacher & the Senior Leadership Team

PERSON SPECIFICATION

PLAYWORKER & LUNCHTIME SUPERVISOR

Job Related Knowledge

The ability to respond flexibly to the needs and sensitivities of children from different backgrounds

Experience and Training

Experience

- Experience in Supervising/dealing with children (paid or voluntary)
- Experience of working with children in play/recreational situations

Education & Qualifications

- Certificate or knowledge of First Aid

Job Related Aptitude and Skills

Essential

- The ability to work independently with initiative and flexibly as part of a team
- The ability to ensure that children are cared for and supervised appropriately

Health & Physical

- Must be able to cope with the demands of the job and attend on a regular basis
- Willing to work outdoors in all weathers
- Be reasonably fit

Inter-Personal & Social Qualities

- Good communication skills
- Enjoy working with children and be able to manage and supervise them
- Be patient, sympathetic and remain calm in an emergency
- Ability to work as part of a team

All offers of appointment are subject to:-

(a) **Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and may be required to pass a medical examination.

(b) **Satisfactory references.** One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.

(c) **Confirmation of correct National Insurance number** through checks with the relevant government agencies.

(d) **Criminal Records Clearance at the enhanced level**

(e) **Eligibility to work in the UK** by providing a relevant document as specified by the Asylum & Immigration Act 1996

(f) **Evidence of qualifications** outlined on your application form