



# LUNCHTIME PLAY TEAM MEMBER GRADE 2



## The Oaks Primary School Job Description

### **Lunchtime Play Team Member    Grade: GR2**

#### **Job purpose**

- To ensure that all children have meaningful lunchtime play and to create a safe and stimulating outdoor environment
- To support children in the dining hall and ensure that all children have a pleasant eating experience at lunch time, while maximising the time they can spend outside playing.

#### **Responsibilities and role**

- Work as part of the play team to cover all lunchtime tasks daily. This will include sessions outside and in the dining hall
- Work with the play coordinator to ensure all children have access to exciting lunchtime play opportunities at lunchtime and to act as an ambassador for play
- Work with the SLT curricular lead for play, play coordinator and play team members to ensure that all children have a safe site for play
- Coordinate and communicate with team members and the catering team to ensure all children visit the dining hall, eat their lunch and maximise play time outside
- Assess play areas for risks daily and communicate / implement any changes required
- Assist with putting out and packing away of play equipment / kit
- Record and report incidents of note that occur during lunchtime – eg site issues, behaviour, first aid
- Assess and deliver first aid to pupils (if trained) and assist with first aid reporting
- Assist children at lunch, eg with queuing, getting seated, opening packets, spillages, disputes, clearing plates and encourage good eating, hygiene and social skills
- Be aware of pupils with allergies or dietary preferences and pupils with additional needs
- Clear and clean the hall during service (eg spillages, assisting with waste food and trays)
- Offer care, support and advice for children during lunchtime
- Contribute ideas and suggestions to improve the team practices and performance
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies



- Support and uphold the school's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviours
- Attend periodic team meetings
- To complete school-based induction, attend training for professional development as required and to adhere to the school performance management process. To assist with training new team members
- To set an example of personal integrity and professionalism
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **Skills, experience and personal attributes**

- Previous experience of working with children is desirable.
- Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff.
- Verbal and written skills: ability to follow written guidance and procedures, record incidents and give clear verbal instructions to children and team members
- Enjoy working with children in the primary school age range and have a positive and supportive attitude towards children of all ages, abilities and backgrounds
- Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable
- Practical, solutions driven
- Approachable and caring manner

## Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application and interview
Able to work independently and support the work of the team	✓		Application and interview
Able to be flexible and respond effectively to the 'unexpected'	✓		Application and interview
Able to communicate and interact effectively with adults and children	✓		Application and interview
Able to apply instructions given by teachers or supervisors	✓		Interview
Able to maintain confidentiality of pupil information	✓		Interview
Able to demonstrate respect for pupils and be able to listen to their views	✓		Interview
<b>Knowledge</b>			
A basic understanding of health, safety and security issues in schools	✓		Interview
<b>Qualifications and experience</b>			
Experience of working with children or young people		✓	Application and interview
Willingness and motivation to participate in any training or development as required	✓		Application and interview

**Supervising Officer's Job Title:** Curricular Lead for Play (Deputy Headteacher)

**Signed**..... **Date**.....