George Spicer Primary School
Job Description

Post: Relief Lunchtime Playleader (Scale 2)

Duties and Responsibilities:

The main areas of work will be the dining room and the playground or areas of the school used during the lunchtime break. A good standard of behaviour is needed and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned.

The Lunchtime Playleader must act as a responsible, caring adult with the health, safety and welfare of the children in mind; you must show conduct which commands respect and ensure that the children behave sensibly and appropriately.

The Lunchtime Playleader must be familiar with the first aid and fire evacuation procedures in the event of an emergency.

Main responsibilities include:

Supervision of dining areas

- Control queues to dining areas.
- See that the overall arrangement for children to dine promotes an orderly and pleasant meal environment.
- Ensure that spillages are removed quickly.
- See that trays are not left in dangerous positions and are wiped where necessary.
- Supervise the return of used crockery and cutlery by the children.
- Ensure that pupils leave the tables clean for next occupant.
- See that dining areas are left clean and tidy.

Supervision outside dining areas
- Arrange supervision and move around among the children within the area you are covering.
- Ensure acceptable standards of behaviour are maintained.

General
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Signed_____ Date:_____

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.