

Title of Job: Lunchtime Manager + Playleader

Job No(s): ED14

Department: Education

Section: Primary School

JOB SPECIFICATION

PERSON REPORTS TO: Head Teacher or Senior Supervisory Assistant

PERSON SUPERVISES: No staff supervisory responsibility

PURPOSE OF JOB:

To assist the Head Teacher as required, in order to care for the safety and well-being of pupils staying for a school meal.

EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES:

- 1 To ensure orderly behaviour in the Dining Room
- 2 To assist pupils when they are unable to assist themselves.
- 3 To clear up any food spillage, water or sickness in the Dining area during the service of meals.
- 4 To supervise the return of empties and waste food.

- 5 To attend to minor accidents and to report such to the Head Teacher or Senior Supervisory Assistant.
- 6 To supervise pupils in the playground or in the school during inclement weather, under the direction of the Head Teacher or Senior Supervisory Assistant.
- 7 To actively play and lead a variety of games as a playleader in the playground. Organise , monitor and manage playground equipment.
- 8 To report immediately, any untoward circumstances.
- 9 Such other duties, within the competence of the postholder, which may be required, reasonably, from time to time.

PERSONNEL SPECIFICATION

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

<u>FACTOR</u>	<u>REQUIREMENT</u>	<u>MEHTOD OF ASSESSMENT</u>
Experience	Experience of dealing with children either in a domestic or work environment	Application Form/Interview
Knowledge	Knowledge of and ability to supervise children. Ability to understand childrens' behaviour and to respond to their needs in varying circumstances.	Application Form/Interview
	Understanding of basic issues of hygiene and child safety.	Application Form/Interview

Ability to act quickly and responsibly in the event of accidents or untoward circumstances. Interview

Ability to communicate well with children. Interview

Ability to undertake all duties in line with the Council's Equal Opportunities policy Interview