



Job Description: Lunchtime Play Leader / Mealtime Supervisor

We are seeking a dedicated and enthusiastic **Lunchtime Play Leader / Mealtime Supervisor** to join our team. The successful candidate will work in partnership with parents, teachers, and school staff to create a safe, supportive, and nurturing environment for our pupils during the lunchtime period.

Main Duties – Lunchtime Responsibilities

- Supervise and engage with children in a positive manner during lunchtime, including leading structured play, sports, and traditional playground games.
- Foster a lunchtime environment that is enjoyable, inclusive, and continuously improving.
- Prepare the dining hall before lunch and ensure all areas are tidied afterwards (paid time allocated daily).
- Work collaboratively with colleagues and school staff, demonstrating a flexible and enthusiastic approach.
- Monitor children in the playground with vigilance, ensuring their safety and wellbeing.
- Support children in becoming independent eaters, including teaching the correct use of cutlery.
- Observe and monitor pupils' food intake, reporting concerns where appropriate.

Main Duties – Classroom Responsibilities (if applicable)

- Support individuals or groups of children with their learning under the direction of teaching staff.
- Assist teachers in assessing individual pupil needs.
- Observe, record, and provide feedback on pupil performance as required.

Additional Responsibilities

- Promote the general welfare and safety of all pupils, assisting First Aiders where necessary, including caring for unwell children and helping with changing clothes when appropriate.
- Maintain accurate behaviour and first aid records.
- Undertake additional tasks to support the day-to-day running of the school, as directed by the Head of School or designated staff member.
- Promote the inclusion of all pupils, including those with physical, learning, or behavioural needs.

- Support with behaviour management in line with the school's behaviour policy.
- Demonstrate a strong commitment to safeguarding and follow the school's safeguarding procedures at all times.

Wider School Support

- Maintain confidentiality regarding pupils and families at all times.
- Attend regular training and staff meetings as required.
- Communicate professionally and appropriately with staff, pupils, parents, governors, and the wider school community.

Safeguarding and Equal Opportunities

Millbrook Park Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and other pre-employment checks, including references. We are an equal opportunities employer and welcome applications from all sections of the community.

Note:

"For the right candidate, there may be an opportunity to take on additional hours in a Teaching Assistant capacity."

Person Specification

Lunchtime Play Leader / Mealtime Supervisor

	Essential Criteria	Desirable Criteria
Qualifications		- Additional qualifications (e.g. First Aid, Phonics)- CACHE Level 2 or 3
Experience	- Ability to create a happy, supportive, and stimulating environment for children. - Friendly, calm, and caring manner. - Excellent verbal communication and active listening skills. - Understanding of safeguarding and child protection procedures. - Able to identify when and how to seek further advice or support.	- Relevant experience working with children in a school or similar setting.



	- Flexible and adaptable, with a positive approach to change.	
Skills	- Strong interpersonal and communication skills.- Organised, with the ability to prioritise tasks effectively.- Able to promote the school's ethos and values through actions and words.- Confident in decision-making, while consulting with relevant stakeholders when needed.- Proactive and self-motivated.	