

**School name: St. Paul's CE Primary School**

**School address: The Ridgeway, Mill Hill. London NW7 1QU.**

**Tel: 020 8959 3412**

**Email: [office@stpaulsnw7.barnetmail.net](mailto:office@stpaulsnw7.barnetmail.net)**

**Executive Headteacher: Mr. Anthony David      Head of School: Miss Gemma Seymour**

**Post Title: Play Leader/ Mealtime Supervisor**

**Fixed Term until 31/12/2026 with the possibility that the contract may be extended**

**Salary: £28617 per annum pro rata (this is the full-time salary which will be adjusted for working part-time and term time only)**

Do you love working with children and bringing fun, energy, and creativity to the playground? We're looking for a friendly, enthusiastic **Play Leader** to join our school team, who will help to ensure our children behave well and benefit fully from their playtime period, in a fun and safe environment.

**What you'll do:**

- **Main Duties**

- To supervise and support the children in the dining area.
- To supervise and support the children in the playground during the meal break.
- To lead active play and support independent play.
- Organise and lead exciting playground games and activities.
- Help make playtimes safe, positive, and inclusive for everyone.
- Encourage teamwork, kindness, and fair play.
- Support pupils in developing friendships and problem-solving skills.

- **Other Aspects**

- To work as part of the lunchtime team, helping to serve meals and water where necessary and maintain a clean and hygienic environment
- To promote inclusion of all the pupils in the school, including those with physical, learning and behaviour needs
- To assist with promoting positive behaviour
- To take safeguarding seriously and be observant and follow the school's safeguarding policy
- To be aware of any child's specific dietary needs, such as allergies, intolerance, cultural or religious.
- To liaise with the school community as appropriate
- To attend training as required

8 hours per week. Term Time only.

**For an application form and further details please contact the school. Completed application forms should be returned to the school. Mrs. Sarah Crawley. St. Paul's CE Primary School, The Ridgeway, Mill Hill, London. NW7 1QU. Tel: 020 8959 3412.**

**Email: [office@stpaulsnw7.barnetmail.net](mailto:office@stpaulsnw7.barnetmail.net)**

**The application form is also available to download from the school website:**

**Closing date: Friday 29<sup>th</sup> May**

**Interview date: Wednesday 3<sup>rd</sup> June**

**We reserve the right to interview and appoint before the closing date, so early applications are encouraged.**

**We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**