



## Play Leader/Meal time Supervisor Job Description

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### **Meal Time Supervisor**

We are seeking an enthusiastic and motivated individual to join our Meal Time Supervisor team. We are looking for someone who will help to ensure our children behave well and benefit fully from their playtime period, in a fun and safe environment.

### **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 schools 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

# Play leader/Meal Time Supervisor Personal Specification

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Essential Criteria	Met	Desirable Criteria	Met
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Able to create a happy, positive and inclusive environment.</li> <li>• Helpful, positive, calm and caring nature.</li> <li>• Excellent speaking and listening skills.</li> <li>• Understanding of safeguarding and child protection procedures.</li> <li>• Understand when and how to seek advice and support.</li> <li>• Adaptable and resourceful to meet new challenges</li> </ul>			
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Well-developed interpersonal and communication skills.</li> <li>• Sensitivity to the needs of all pupils, providing support where required.</li> <li>• Proactive, flexible, and positive approach to challenge and change.</li> <li>• Able to communicate effectively orally</li> <li>• Enthusiastic in promoting the school's vision through behaviour, words, and actions.</li> <li>• Patient, caring, and creative in engaging with children.</li> <li>• Energetic and approachable, with a genuine enjoyment of working with children.</li> <li>• Works effectively as part of a team.</li> <li>• First Aid training is desirable.</li> </ul>			

This post is subject to satisfactory references and an enhanced Disclosure and Barring Check.

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

**Interviews: Wednesday 3<sup>rd</sup> June**

**Pay range: £28617 per annum pro rata (adjusted for 8 hour per week, term time only)**

**This is a fixed term contract until 31/12/2026, with the possibility that the contract may be extended.**