

# Crabtree Farm Primary School

## Job Description

Job Title: **Midday Play-worker**

### **Job Purpose:**

To provide a safe and positive lunchtime experience through diligent supervision of the children aged 3-11 at Crabtree Farm Primary School

To provide safe indoor and outdoor play opportunities for children aged 3-11 at Crabtree Farm Primary School

### **General Information:**

- Each Midday Play-worker will be allocated areas and children for whom (s)he will be responsible each day. This will be on a rota basis.
- He/she must be prepared to accept a variation if any emergency calls another Midday Play-worker away.
- The main areas of work responsibility will be the dining room and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal.
- A good standard of behaviour is required and it is important that this should be maintained throughout the dinner period which should be a pleasant time for all concerned.
- The Midday Play-workers must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

### **Principle duties and responsibilities:**

These will be allocated by the Head Teacher and Senior Midday Play-worker in accordance with scheme of midday provision for the school and will include the following:

- 1. To run appropriate play sessions for children aged between 3 and 11 years of age. This will include:**
  - Ensuring a safe, friendly and stimulating play environment for all children;
  - Delivering a variety of play activities with an environmentally friendly approach;
  - Ensuring that tools and equipment are in good and safe working order;
  - Inspecting the play -space on a daily basis ensuring the removal of any hazards and the reporting damage to the Senior Midday Play-worker;
  - Risk assessing the environment and activities effectively.

## **2. To ensure that the activities are child centred and child led. They will:**

- Foster diversity, equality and inclusion in all aspects of children's play and the support offered to staff, volunteers and trainees;
- Create opportunities for children to develop new interests and explore their creativity and physical abilities through play and access to the natural environment;
- Help identify children and young people who may need extra support to access play provisions;
- Attend play and play related training to develop skills outside of the normal working hours.

## **3. Supervision of dining areas will involve:**

- Controlling queues to dining areas;
- Ensuring that the overall arrangement for children to dine promotes an orderly and pleasant meals service;
- Ensuring that spillage is removed quickly. Have an arrangement so that a floor cloth, dustpan and brush can be obtained easily if required;
- Ensuring that trays are not left in dangerous positions, and are wiped where necessary;
- Supervising the return of used crockery, cutlery and waste food by the children;
- Ensuring the pupils leave the tables clean for next occupant;
- Ensuring that dining areas are left clean and tidy;
- Arranging your supervision so you move around amongst the children within the area you are covering;
- Ensuring acceptable standards of behaviour are maintained;
- Trying to avoid children hurting themselves or damaging property.

## **4. Additional responsibilities**

The post holder may be required to carry out additional duties not exceeding the level of responsibility indicated above.

The Midday Play-worker must be aware of who the designated first aiders are, how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Senior Midday Play-worker or the Head Teacher.