



Job Description	
<p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
Summary of the role:	<p>Job Title: Lunchtime & Play Assistant</p> <p>Location: Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p>Line Manager: Wrap Around Care & Play Manager Deputy Headteacher</p> <p>Hours: 1.5 hour per day, Monday to Friday, all year round</p>
Main duties and responsibilities:	<p>Supervision</p> <ul style="list-style-type: none"> • Provide a range of outside play opportunities which are appropriate to the ages and interests of the children • Supervise the children in the various inside areas, such as, library, ICT suite and hall during wet play • Work with groups of children, joining in and actively supporting them during play inside and outside • Share responsibility for the wellbeing and discipline of the children in line with school policies and procedures • Promote the development of personal, social, and emotional skills • Assist the children in the dining room encouraging all children to use their cutlery and demonstrate good manners • Assisting with the organisation of lunchtime including: <ul style="list-style-type: none"> - setting up and putting away play activities both inside and outside - cleaning tables, ensuring the dining rooms is tidy <p>Communication</p> <ul style="list-style-type: none"> • Feedback to the relevant Teacher any information relating to a child's wellbeing, health or behaviour <p>Welfare and Health and Safety</p> <ul style="list-style-type: none"> • Carry out ongoing checks of playground equipment and inform your Line Manager of any health and safety concerns • Record any welfare, behaviour or health and safety concerns on the school's electronic pupil data recording system, where necessary • Ensure correct food is given to children with special dietary requirements

Pilgrims Pre-Preparatory School

Job Description - Lunchtime & Play Assistant



	<ul style="list-style-type: none">• Be aware of any additional needs, including behaviour, and provide support where appropriate• Attend to the physical welfare of the children dealing with their health requirements as necessary, subject to training and instruction provided <p>Other</p> <ul style="list-style-type: none">• Attend INSET days, staff and briefing meetings and participate in training sessions where required• Actively participate in the Performance Review cycle by completing the relevant forms and attending performance review meetings• Take an interest in all areas of the children's play and be prepared to further extend knowledge by attending relevant training
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This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.



Person Specification The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications		NVQ Level 2 or equivalent First Aid qualification	Certificates
Experience	Previous experience working with children	Previous school/nursery experience	Application form Interview
Knowledge & Skills	Excellent relationship with children Able to positively manage children's behaviour	Good standard of written English and numeracy	Application form Interview References
Personal competencies and qualities	Excellent interpersonal and communication skills Ability to use initiative and work flexibly Ability to work in a team		Interview References