

RIVERSIDE PRIMARY SCHOOL AND NURSERY

EVERY CHILD A HAPPY LEARNER



Luncheon Play Team Member APPLICATION PACK



RIVERSIDE PRIMARY SCHOOL AND NURSERY

Donnington Gardens, Cookham Road, Maidenhead, Berks. SL6 7JA

www.riversideprimaryschool.org.uk Tel: 01628 621741

Email: office@riversideprimaryschool.org.uk

Job Description

Purpose:

To assist in the provision of learning and educational opportunities for pupils.
To support individual pupils and groups of pupils.

Accountable to:

Reports to Deputy Headteacher
Works under the direction of Deputy Headteacher and Phase Leaders
Works within a team of Teaching Assistants.

Job purpose/overall description

Working as a member of the play team, you will ensure that all our children have meaningful lunchtime play every day and create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. The play team is also responsible for ensuring that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.

Main duties

- Work as part of the play team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work with the play coordinator to ensure all children have access to exciting play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Work with the site manager, play coordinator, and play team members to ensure that all our children have a safe site for play.
- Coordinate and communicate between play zones and the dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicating/implementing any changes required.
- Assist with putting out and packing away play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils (if trained). Assist with first aid reporting.
- Coordinate and communicate with the play coordinator, play colleagues and the catering team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.
- Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encouraging good eating and social skills.
- Clear and clean the hall during service (eg spillages, assisting with waste food, trays and cutlery).
- Clean, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon.
- Offer care, support and advice for children during lunchtime.
- Contribute ideas and suggestions to improve the team practices and performance.

- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system, our four school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.

Job context

The post holder will work under the general direction of the play coordinator. The play coordinator is directed by the headteacher/governing body who will take the lead on the strategic direction of the school, setting its philosophy and its vision. The post holder will have an important role in working directly with our children; working alongside the play coordinator and other play team members to deliver a programme of activities that is appropriate to the age and needs for the children in their care.

Supervision and work planning

The play team member will not be required to supervise staff within the setting but will need to work with the play coordinator on planning activities for the children. It will be incumbent on the Play Team to supervise children at all times. Please note: this supervision may be at some distance depending on the school's play policy (methods of supervision could include direct, remote and roaming).

Problems and decisions

The play team member will be required to resolve day-to-day issues of a practical or routine nature amongst the children, but issues of an operational or organisational nature should be referred to the play coordinator.

Knowledge, experience and training

- Previous experience of play work or working with children is highly desirable.
- Knowledge and/or understanding of the Playwork Principles is desirable.
- Previous first aid experience is desirable (basic First Aid training will be provided).
- Literacy and numeracy: Ability to follow written guidance and procedures.
- Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff.

Verbal and written skills: Play team members will be required to record incidents swiftly and add to appropriate central school records. Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.

Physical effort and/or strain

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (slopes, sand) and moving 'loose parts' materials, containers and furniture.

Working environment

The working environment will be part, or all of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, field,

outdoor seating, wooded / scrub areas, 'The Beach', Mud Kitchen, Forest School area) and the dining hall, but not restricted to these.

Equipment

- Play materials (e.g. scrap materials, loose parts, sports kit, storage containers, logs) are in regular use.
- Whistles are used to communicate when a year group can go in for dinner/packed lunches.
- Cleaning equipment (brooms, bags, sprays, cloths etc).
- Folding tables/chairs.
- First aid kit.

General

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may vary from time to time without changing the character of the post or the level of responsibility.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Whilst the school hours are set, it is inevitable that other duties will be required from time to time.

The post holder should be willing to work flexibly to deal effectively with such eventualities.

This Job Description will be reviewed on an annual basis and may be subject to amendment or modification at any time after consultation with the post holder.

Riverside Primary School aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.

Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess, and the stages of the application process at which these will be assessed.

	Essential	Desirable
QUALIFICATIONS AND EXPERIENCE		
Good standard of general education, (to GCSE standard or equivalent -GCSE grade C or equivalent in Maths and English)		X
Entitled to live and work in UK	X	

	Essential	Desirabl
Good level of literacy and numeracy		X
Experience of working with Early Years or primary setting		X
Experience of supporting children with SEN		X
ABILITY/SKILLS/ATTRIBUTES/DISPOSITION		
Enjoy working with young people	X	
Positive & supportive attitude towards young people of all ages, abilities & backgrounds	X	
Confident in working with & able to influence, motivate & negotiate with children from Reception to Year 6	X	
Able to work with children who can be emotionally or physically demanding	X	
Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable	X	
Practical, solutions driven	X	
Friendly, approachable & caring manner	X	
Energetic and enthusiastic with a naturally positive outlook	X	
Dependable, trustworthy, with good time keeping	X	
Willingness to try new things and work outside of their comfort zone	X	
Able to maintain confidentiality	X	
Good communication skills	X	
Willingness to participate in in-service training & professional development & CPD	X	
Ability to work on own initiative	X	
Ability to work hard, and maintaining good humour	X	
Interested in children as individuals, in how they learn and be committed to the needs of all and having a positive approach to working with children and a commitment to our safeguarding procedures	X	
Commitment to Equality of opportunity	X	

RIVERSIDE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications



Selection Process

The first step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form and make sure you read through the Person Specification and Job Description carefully.

Applicants should provide a covering letter and/or documents to demonstrate how they meet all areas of the Person Specification.

The application form, a covering letter, and any supporting documents should be submitted, preferably by email (finance@riversideprimaryschool.org.uk) as soon as possible. **All applications will be considered on arrival, whilst advertised on school website**

Any applicants wishing to post or hand deliver their application should deliver it to the school office addressed to the School Business Manager.

Successful applicants will be invited to interview.

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly and the post will be re-advertised.

We do, though, hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position as soon as possible.

Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.



Contact details:



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