



Goodmayes Primary School

Castleton Road, Goodmayes IG3 9RW

Tel: 020 8590 5810

JOB DESCRIPTION

Post: Play Assistant

Salary Scale: LBR1C **Hours:** Part time (7.5 hours per week:)

Reports to: Senior Play Leader

PURPOSE

To assist with day-to-day activities, to provide all pupils with quality play care and supervision throughout the lunchtime period whilst ensuring their welfare and safety at all times. To work under the instruction and guidance of the Senior Play Leaders to encourage, enthuse and inspire children in their aptitude for game and sporting activities ensuring as many children as possible can be actively involved.

PRINCIPLE DUTIES

- To build strong relationships with children
- To assist with the preparation and delivery of quality play opportunities within a safe and caring environment following EYFS and Play Principles guidelines
- To assist with setting up / packing away play spaces including moving furniture and play equipment to make it look inviting to all children
- To support the transition of children between the playground and the dining hall ensuring good behaviour. To support the catering team in managing the children having school dinners or packed lunches as they enter the dining hall / queue.
- To ensure children get and eat their lunches efficiently and quickly.
- To assist and encourage good table manners and the correct use of cutlery
- Within the dining hall work to ensure acceptable behaviour and noise levels are maintained
- Monitor disposal of waste food and dirty crockery and cutlery
- Wipe tables and deal with spillages
- Administer first aid when necessary
- Patrol playground, fences and gates to ensure safe play at all times
- To recognise and be alert to potential problems and intervene or distract children by encouraging engagement in playground games / activities
- Try to prevent too many children going to the toilet at once and not letting them play in the toilet areas



- To follow the agreed procedures for rewarding and sanctioning at lunchtime linked to the school behaviour policy and playground rules.
- To be aware of and seek to prevent any bullying that might occur, reporting this and any child protection issues to a member of the Senior Leadership Team.
- In accordance with the school's Health and Safety policy, to deal with accidents of all sorts, including occasionally when young children wet or soil themselves.
- To support good communication with all members of the school

WET PLAY SUPERVISION

- To ensure all children remain in their classrooms until they are told to walk to the dining room for their lunch
- To move between the classrooms supervising the children and encouraging friendly and appropriate indoor play activities
- To ensure children remain in their classrooms and only allow exit from the classroom for access to the toilet or to do to the dining hall for their lunch slot

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. The areas of responsibility in the job description may be reviewed at the discretion of the Head of School in the light of those changing requirements and in consultation with the post holder and governing body.

The above duties are neither exclusive nor exhaustive and the Play Assistant may be required by the Head of School to carry out other appropriate duties within the grading level of the post and the competence of the post holder



Person specification

Job Title	Play Assistant	Grade	LBR1C
School	Goodmayes Primary School		
Education and Qualifications: • General childcare experience			
Essential Experience/Knowledge/Skills: • Ability to relate well to children and adults • Good organisational skills • Excellent communication skills • Basic knowledge of first aid • Ability to participate in development and training opportunities • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to follow instructions			
Other job requirements: • Enhanced DBS check			