

**Mexborough Highwoods Primary School,**  
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Head Teacher: Mr. G. R. Rhodes



27<sup>th</sup> January 2017

## Vacancy

Dear Parents/Carers,

We are currently looking to appoint 2 Lunchtime Playleaders

Please see below details of the post:

Job Title: Lunchtime Playleader

Grade: Scale 3 (paid at Living wage of £7.85 per hour)

Hours: 1 hr per day (5 hrs per week Monday – Friday)

### **Details:**

Mexborough Highwoods Primary School require a Lunchtime Playleader to arrange various lunchtime play activities for both Key Stage 1 and 2 and support their Playground Leaders.

The successful applicant will be required to:

- Work under the direction of the Senior Lunchtime Supervisor
- Assist in organising and planning a programme of lunchtime activities
- Set up and clear away all equipment used
- Liaise with Learning Mentor and other Lunchtime Supervisors and Class Teachers
- Supervise the Playground Leaders
- Supervise children in the Dining Room
- Adhere to all school policies relevant to the post. e.g. Health and Safety, Child Protection, Behaviour and Gender Equality
- Undertake First Aid training and duties at lunchtime
- Complete all relevant paperwork.

### **Qualities required**

The person appointed will have to be friendly, have common sense, enthusiasm, patience, creativity, good communication skills with both children and staff, resourcefulness, diplomacy, honesty and a commitment to children's play and development.

Childcare, coaching qualifications or relevant experience will be an advantage but training will be given to the successful candidate as the school is committed to the professional development of all staff.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.

If you are interested in applying for the post further details and application forms are available from the school office. Closing date 10<sup>th</sup> February 2017

Yours sincerely

*B Fallowfield*

Mrs B. A. Fallowfield  
Associate Head of School