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**Kingsway Infant School**

**Midday Supervisory Assistant (MSA)/Lunchtime Play Leader**

**Hours: 11.50am -1.10pm**

**Main Areas of Responsibility**

* To supervise pupils in their outside/indoor play.
* To prepare the dining room/dining area in preparation for lunch including laying up tables.
* To clear the dining room after the lunch break including clearing any food left on the tables and wiping the tables clean.
* To supervise pupils whilst they eat lunch.
* To supervise children outside.
* Initiate and set up games and activities on the playground.
* Liaise with class teachers at the end of duty and inform them of any incidents

**Knowledge, Experience & Training**

* Experience of working with children would be an advantage, but is not essential.
* Good communication skills and the ability to use own initiative.
* Punctual and reliable.

All necessary training will be given