

Prefect job roles and responsibilities

Every buddy will spend 15-20 minutes at the beginning of lunch time completing their jobs.

Infant Playground	• Play with the children in KS1 and reception • Middays are to assign classes for the buddies to work with • Monitor the reception classes' corridor and outside Mrs Ziane's office • Bring children to first aid who need it
Recycling	• Collect the recycling from all rooms in the school (starting at Year 6) • Empty into the large recycling bins • Take the recycling bin outside the office on Collection day
Dining Hall	• Hand out stickers • Help to clear plates and cutlery • Clear and wipe down tables
Collecting bagels	• Everyday collect the bagels to be placed outside Mrs Stonier's office
Packed Lunch	• Hand out stickers • Help children open packets with the younger children • Clear away the chairs • Wipe the tables • Sweep the floor
PE cupboard	• Organise any messy resources • Ask teachers if they need any PE resources (see timetable) • Check with Mr Crowther if there are any additional jobs to be completed

Office Helpers	• Walk children who are late to nursery • Deliver photocopying e.g. tests • Sort and return lost property to classes • Count and sort leaflets and letters for classes
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Library	• Ensure classes have a collection of library books for children to choose from • Check with Mrs Gaughran if there are any additional jobs to be completed
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Assembly in KS1 and KS2	• Read out attendance figures • Announce the Golden Respect Ticket winners • Read out any other announcements
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Seasonal responsibilities/ phones (2)	• Bring phones and registers to the office in the morning and collect before the end of the day • Ask Mrs Peters if there are any additional responsibilities to be completed this half term
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Covering buddies	• To stand in and assist with jobs if buddies are absent • To stand in and assist with jobs if buddies are part of a lunch time club
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