

Prefect Job Roles and Responsibilities

Every buddy will spend 15-20 minutes during their 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
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Recycling	• Collect the recycling from <u>all</u> rooms in the school (starting at Year 6) • Empty into the large recycling bins • Take the recycling bin outside the office on Collection day
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Dining Hall	• Hand out stickers • Help to clear plates and cutlery • Clear and wipe down tables
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Packed Lunch	• Hand out stickers • Help children open packets with the younger children • Clear away the chairs • Wipe the tables • Sweep the floor
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Lunch time ARP helpers	• Help the lunch time staff in supervising and playing with the children in the ARP
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PE cupboard	• Organise any messy resources • Ask teachers if they need any PE resources, collect and deliver them to classrooms • Check with Mr Crowther if there are any additional jobs to be completed
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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
Assembly in KS1 and KS2	• Read out attendance figures • Announce the Golden Respect Ticket winners • Read out any other announcements
Registers and phones (2)	• Bring phones and registers to the office in the morning and collect before the end of the day • Ask Miss Rushton if there are any additional responsibilities to be completed this half term
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

Early Morning Prefect Job Roles and Responsibilities

A small number of our prefects kindly volunteer to come in early, before the school day begins to help staff prepare for the day. They:

- Deliver registers to classrooms
- Take letters and other information from the office to classrooms
- Help individual teachers with any extra preparation for the day