



Connect
Alliance
Trust

Excellence - Collaboration - Respect

Brookburn Primary School
Job Description

Lunchtime Organiser
Education/School Based Staff

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Head Teacher, Senior Leadership Team, Class Teachers and pupils.

Purpose

Supervision of the pupils in the dining area/s and elsewhere as required by the Headteacher/Senior Lunchtime Organiser.

Main duties and responsibilities

1. To communicate well with the pupils in their care.
2. To supervise pupils in the dining area/s and elsewhere as required by the Headteacher/Senior Lunchtime Organiser.
3. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
4. To get involved in games and other activities to enhance the lunchtime session.
5. To administer First Aid (after training if necessary) for minor injuries.
6. To report more serious accidents to the Senior Lunchtime Organiser.
7. Where the need arises, for instance with young children, or children with special needs, attending to their physical needs such as hand washing, feeding and toileting.

Where the postholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.





Brookburn Primary School
Person Specification

Lunchtime Organiser

To demonstrate an interest and involvement in working with children and young people

The ability to understand as well as supervise children and young people

Ability to respond to every day situations

Ability to communicate with others

To already be, or be willing to undertake training to become a First Aider

Personal Styles and Behaviours

Willingness to consent to and apply for an enhanced Disclosure and Barring check

Tact and diplomacy in all interpersonal relationships

Personal commitment to excellence in service delivery

Desire to pursue own personal development and to undertake training as required.

Self motivation and personal drive to complete tasks to required time scales and quality standards

Discretion in dealing with confidential and sensitive issues

To carry out all duties with full regard to Keeping Children Safe In Education and Connect Alliance Trust Equal Opportunities Policy.