



JOB DESCRIPTION – LUNCHTIME ORGANISER

Reports to: Head of School

Main purpose: Supervision of pupils during the lunchtime period and to provide a flexible, seamless, customer focused cleaning service within school.

Equal Opportunities

All duties will be carried out so as to implement the Governors' Equal Opportunities policies.

Main tasks:

1. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
2. Ensure all duties are undertaken in a safe and responsible manner in accordance with requirements under Health & Safety regulations, established safe systems of work and City Council policies, practices and procedures.
3. Supervise pupils in designated areas of the school (including playground and external spaces) during the lunchtime break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures
4. To form positive relationships with children and operate the school discipline policy by using appropriate intervention or referral to senior staff.
5. To assist in the efficient organisation and smooth running of the dining room as required.
6. To supervise and develop children's play and use of equipment in the playground or in classrooms as required.
7. To facilitate peer led play opportunities and provide suggestions for lunchtime activity and games
8. To ensure all pupils are engaged in meaningful activity and are not excluded
9. To attend to children's physical needs as required, including toileting, hand washing, and use of cutlery.
10. To be aware of the requirements of any pupils in the class with Special Educational Needs and Disabilities (SEND).

11. Taking pupils who have minor accidents or are unwell for first aid where necessary, and if first aid is not necessary, comforting and reassuring them
12. To report more serious accidents to the Head of School and teachers.
13. To know and implement as necessary the school procedures for first aid, Child Protection, fire drills and evacuation.
14. To liaise with the class teachers on a daily basis.
15. To attend paid lunchtime organisers meetings and training sessions by agreement with the Head of School.

THE APPLICATION FORM SHOULD BE COMPLETED IN FULL.

Please look at the Person Specification. This lists any experience; qualifications or skills you must have to do this job. It also shows how each item will be assessed.

Please give examples of how you meet each point on the Person Specification.

Due to the large number of applications we receive, unfortunately we are unable to provide feedback to those applicants that are not short listed.

Person Specification – Lunchtime Organiser

Selection Criteria	Method of Assessment	Essential
At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.		
1 Experience		
1.1 To have had experience of supervising young children.	Application form/Interview	√
1.2 To have had experience of working as part of a team.	Application form/Interview	√
2 Abilities		
2.1 To demonstrate an interest and involvement in working with children and young people and form positive relationships with them.	Application form/Interview	√
2.2 The ability to understand as well as supervise children ensuring their safety, welfare and general conduct.	Application form/Interview	√
2.3 The ability to facilitate peer led play opportunities and ensure all children are engaged in meaningful activity.	Application form/Interview	
2.4 Ability to understand and respond to children's needs in day to day situations.	Application form/Interview	√
2.5 The ability to attend to children's physical needs as required including toileting, hand washing and use of cutlery.	Application form/Interview	
2.6 Ability to communicate well with others and be a useful team member	Application form/Interview	√
2.7 To be trained or willing to be trained in First Aid if required.	Application form/Interview	√
2.8 Ability to understand simple instructions	Application form/Interview	
2.9 Ability to develop good working relationships with all contacts and to work as part of a team or individually	Application form/Interview	√
3 Personal Style & Behaviour		
The successful candidate will have:		
3.1 Tact and diplomacy in all interpersonal relationships.	Application form/Interview	√
3.2 Personal commitment to excellence in service delivery.	Application form/Interview	√
3.3 Desire to pursue own personal development and to undertake training as required.	Application form/Interview	√
3.4 Self-motivation and personal drive to complete tasks to required time scales and quality standards.	Application form/Interview	√
3.5 Discretion in dealing with confidential and sensitive issues.	Application form/Interview	√
4 References		
4.1 Positive recommendation(s) in 2 professional references		√
4.2 DBS clearance/no adverse outcomes from the DBS check		√