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| **Role** | **Grade** | **Reports to** |
| Lunchtime Organiser | Grade 1 | Senior Lunchtime Organiser |

**Main purpose of the job:**

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

**Key relationships:**

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Head Teacher, Assistant Head and pupils.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

* To communicate with the pupils in their care
* To supervise pupils in the dining area/s and elsewhere as required by the Headteacher
* To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff
* Taking pupils who have minor accidents or are unwell to the Senior Lunchtime Organiser, for first aid where necessary, and if first aid is not necessary, comforting and reassuring them
* To report more serious accidents to the Senior Lunchtime Organiser
* To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided
* 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

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** |
| Hold a First aid qualification | Desirable | Application |
| Enhanced DBS (Disclosure and Barring Service) Check | Essential | Pre employment |
| **Knowledge and Experience** |
| To demonstrate an interest and involvement in working with children and young people | Essential | Interview |
| The ability to understand as well as supervise children and young people | Essential | Interview |
| Ability to respond to every day situations | Essential | Interview |
| Ability to communicate with other | Essential | Application, Interview |
| To be available for work during school holidays if required (unless on annual leave) | Desirable | Application, Interview |
| **Behaviours and Values** |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills  | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders  | Essential | Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Interview |
| Effective staff motivation and development, including establishment of a positive performance management culture  | Essential | Application, Interview |
| Discretion in dealing with confidential and sensitive issues | Essential | Interview |
| To carry out all duties with full regard to the Prospere Learning Trust Equal Opportunities Policy  | Essential | Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.