# The Willows Primary School

# Job Description

# Lunchtime Organiser Grade 1, Point 2

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Executive Head, Head of School, Deputy Head and pupils.

**Purpose**

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

Head of School.

# Main duties and responsibilities

1. To communicate with the pupils in their care.
2. To supervise pupils in the dining area/s and elsewhere as required by the Head of School.
3. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
4. 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.
5. To report more serious accidents to the Senior Lunchtime Organiser.
6. To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.
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.

# The Willows 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 everyday situations.

Ability to communicate with others.

To be available for work during school holidays if required (unless on annual leave).

**Personal Styles and Behaviours**

Willingness to consent to 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 the Trust’s employment policies.