



**LUNCHTIME ORGANISER  
JOB DESCRIPTION & PERSON SPECIFICATION**



## Lunchtime Organiser

**Grade:** 1, spine point 2

**Hours of work:** 2 hours per day, 10 hours per week (Term Time Only – working 38 weeks per year)

**Responsible to:** Executive Principal, Senior Leadership Team and Senior Lunchtime Organiser

### **Job Description**

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Executive Principal and other members of the Senior Leadership Team, pupils and other visitors.

### **Main Purpose of the Job:**

Supervision of the pupils in the dining area/s and elsewhere as required by the Executive Principal, Senior Leadership Team, Senior Lunchtime Organiser

### **Main Duties:**

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 Teacher.
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 named person 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.
8. To attend Paediatric First Aid Training and other training if relevant.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Wise Owl Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description, but are relevant to the work of the post-holder.

This role, may require the post holder to work across or at any of the Academies within the Wise Owl Trust.

Where the post-holder 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. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

**Signed .....** **Print Name .....** **Date .....**





## Person Specification

- To demonstrate an interest and involvement in working with children and young people
- Ability to relate well to children and adults
- The ability to understand as well as supervise children and young people
- Ability to respond to every-day situations
- Ability to communicate with others
- 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

Staff should display a personal commitment to the Academy's professional standards, including dress code and code of conduct, at all times.

The Wise Owl Trust, Trustees and Governors are committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. All staff and volunteers will be expected to complete a DBS (disclosure and barring service) check and also complete any other safeguarding documentation as and when requested.

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.

