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| Job Description: Lunchtime Organiser |

**Employment details**

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| Job title: | **Lunchtime Organiser** |
| Reports to (job title): | **Senior Lunchtime Organiser/Senior Leadership Team** |
| Type of position: | **Permanent** |
| Hours of work: | **M**aximum - **6.25 hours per week** |
| Level and scale point: | **Grade 1, £12.26 per hour (pay award pending)** |

**Job Purpose**

The Job Holder is responsible for ensuring supervision of all pupils during the lunchtime period both in the dining area and during playground activities.

**Areas of responsibility:**

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| **MAIN RESPONSIBLITIES** |
| * To supervise pupils in the dining area/s and elsewhere as required by the Senior Leadership Team.. |
| * To support children on the playground and engage them in games |
| * To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff. |
| * To ensure application of the school behaviour policy during this period, referring serious issues to the Senior Lunchtime Organiser where applicable. |
| * 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. |
| * Where the need arises, for instance with young children, or children with special educational needs, attending to their physical needs such as hand washing, feeding and toileting. |

Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

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| Person Specification: Lunchtime Organiser |

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|  | **Essential** | **Desirable** |
| **Qualifications and training** |  | * First Aid Qualification |
| **Experience** |  | * Previous experience as a Midday Assistant or working with children |
| **Knowledge and skills** | * Willing to undertake job related training including a First Aid qualification, Safeguarding and Data Protection training. | * Have an awareness of policies and procedures relating to working in a school * Be able to contribute to the wider school community and activities |
| **Personal qualities** | The successful candidate will be:   * Able to work with children in a calm manner * Able to communicate effectively. * Flexible and positive towards change. * Friendly with a sense of humour and positive attitude. * Willing to work as part of a team. * Reliable and organised. * Able to organise appropriate play activities in and out of doors * Able to use their own initiative * Approachable and self-motivated. * Able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. * Able to maintain a high level of confidentiality and discretion at all times. | The successful candidate will be able to meet the attributes of the Trusts Values:  **Aspiration**   * Inclusive and respectful to all our colleagues * Keen to keep developing and receptive to change * Reflective and learn from mistakes   **Believe**   * Passionate and have a positive outlook * Confident to share their opinions and ideas and value those of others * Solution focused   **Community**   * Considerate of all * Welcoming * Adaptable * Understanding of the needs of the wider community * Look after our own and each other’s well being |

All candidates must be;

* Eligible to work in the UK.
* Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
* Suitable to work with children and young people