



Job Description for Lunchtime Organiser-Newhouse Academy

Job Title:	Lunchtime Organiser
Contract Information	10 hours per week, term time only 12.15 - 14.15 Monday to Friday *Must be flexible with working hours and shift patterns to meet the needs of the school.
Responsible to:	Catering Coordinator
Responsible for:	n/a
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range	Scale Points 2-3
Any Special Conditions	<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>This post is employed on a Term Time Only basis, therefore all staff are required to be in school during school term time days. There is no further annual leave.</p> <p>Appointment to this post is subject to Disclosure and Barring vetting checks.</p> <p>The school operates a No Smoking Policy.</p>

Background & Vision:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

Values:

Our values are at the heart of what we do. These are:

Aspiration – Being ambitious and doing your best.

Integrity – Being honest and doing what is right.

Respect – Being considerate and thinking of others.

PURPOSE OF THE JOB

To support the catering team, control the queues supervise behaviour, clean and clear in the dining areas, to ensure the overall arrangement promotes a pleasant dining experience for pupils and staff.

CONTROL OF RESOURCES

Personnel: **None**

Financial **:** **None**

Training and development

The post holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's Performance Management framework.

Health/Safety/Welfare :

The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's and the Health and Safety at Work Act, 1974.

RELATIONSHIPS (internal and external):

Internal:

1. Teaching, catering and support staff within the school
2. Users of the school
3. Voluntary helpers
4. Pupils

External:

1. Catering contractors
2. Parents/Carers
3. Visitors and customers

Responsibilities: The postholder must perform their duties in accordance with the school's Equal Opportunities Policy.

MAIN DUTIES

- To control the queues in the dining areas and ensure the overall arrangement promotes a pleasant dining experience for pupils and staff.
- Ensure acceptable standards of behaviour are maintained.
- Ensure that pupils return utensils and the dining area is left clean and tidy.
- Remove any spillages of food or drink quickly and ensure the dining area is left clean at the end of service.
- To work as a team player and to work independently with minimum supervision.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of the department and academy.
- To maintain good communication between all colleagues and with members of the catering team.
- To be responsible for own health and safety and that of pupils and visitors to the school.
- Cleaning of dining facilities and adjacent corridors.
- To respect the confidentiality of sensitive information from pupils and staff

Support for the school:

- Be aware of and comply with all school's policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the organisation, routines and upkeep of the working environment.
- Support with other duties as required.

SECONDARY DUTIES

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Information for all applicants / post holders:

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.

We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

The school operates a smoke free policy for all its employees, which applies to any building and associated grounds within the immediate vicinity of the school.

Signed	<i>Post holder</i>	Date
Signed	<i>Line Manager</i>	Date