**Manchester City Council**

**Job Description: Lunchtime Organiser**

Education/School Based Staff

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

**Purpose:**

Supervision of the pupils in the dining area/s and elsewhere, as required by the Head teacher.

**Main duties and responsibilities:**

1. To communicate effectively 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 enhancing atmosphere, so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.

4. Providing first aid (including the completion of any relevant paperwork/records) for pupils who have minor accidents or are unwell, and if first aid is not necessary, comforting and reassuring them.

5. To report more serious accidents / incidents to the Senior Lunchtime Organiser.

6. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.

7. To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.

8. 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.

**Where the postholder 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 pursued**.

**Manchester City Council Person Specification**

**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 and apply for an enhanced Disclosure and Barring Service 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 City Council Equal Opportunities Policy.