

Benchill Primary School



Recruitment Pack:
Lunchtime Organiser
Fixed Term Contract:
NJC Grade 1 point 3
15 hours per week Term Time Only
11.00am-2.00pm Monday to Friday



Job Description:



Main duties and responsibilities

- 1.To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
- 2.To supervise pupils in the dining area/s and elsewhere as required by the Head teacher.
- 3.Attend to the physical needs of students as required such as, feeding, toilet needs, changing and hand washing.
- 4.To support pupils in SEND Unit as appropriate.
- 5.Develop good professional relationships with students and other staff members.
- 6.To attend staff meetings.
- 7.To undertake full induction training and attend ongoing regular training sessions.
- 8.Undertake activities with groups of students during lunchtime clubs eg football, outdoor play, magazine club, art club, sensory story club.
9. To assist at tables and to support pupil food choices, and the development skills.
10. To report more serious accidents to the Senior Lunchtime Organiser and to accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.

11. 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.
12. To ensure that equipment is maintained and put away, both in and out of the dining hall, including the movement of tables and chairs.
13. To become familiar with all aids and equipment used in school after relevant training, including the use of hoists to move pupils, and to be able to use the equipment safely and in a way which maintains the dignity of the students.
14. Responsible for implementing statutory and local authority policies and procedures relating to standards of Education, Health and Safety and Care and to carry out those procedures competently e.g. accident, fire, child protection
15. To carry out all the policies in the staff handbook after training, maintaining procedures in line with statutory regulations, Health and Safety, COSHH, Manual Handling, etc.
16. To undertake any training which may be relevant to the role - Eg First Aid. this list is not exhaustive.

Person Specification:



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 every day 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/standard Criminal Records Bureau disclosure 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

Application Details:



Lunchtime Organiser SEND Unit
Fixed Term Contract : September 2026

To apply for this post, please complete an application form and email it to:

recruitment@benchill.manchester.sch.uk

Only fully completed applications forms will be accepted, we do not accept CV's.

Deadline for applications:

Wednesday 2nd September 2026 at 12.00pm

Interview dates 4th September 2026

