

Lunchtime Organiser

Job Description & Person Specification

2024

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Head Teacher, School Business Officer and pupils.

Main Purpose of the Job:

Supervision of the pupils in the dining area/s and elsewhere as required by the Headteacher.

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 Headteacher.
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 Senior Lunchtime Organiser, 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. 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. To support the Health & Safety of pupils in the school by carrying out routine cleaning tasks both during and particularly at the end of the lunch service.

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 given full consideration.

Person Specification for Lunchtime Organiser

Key: A = Application I = Interview R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
Qualifications, Training and Experience			
To demonstrate an interest and involvement in working with children and young people	AI	✓	
The ability to understand as well as supervise children and young people	A, I, R	✓	
Ability to respond to everyday situations	A	✓	
Ability to communicate with others	I	✓	
Active listening and verbal communication skills for effective interaction with colleagues and other school employees.	I	✓	
Ability to work under supervision and as part of a team.	A, I, R	✓	
Knowledge of basic hygiene and health and safety.	A, I, R		✓
Knowledge of COSSH Procedures	A		✓
Willing to abide by the Trust's no smoking policy.	A	✓	
Personal Style and Behaviour			
Personal commitment to excellence in service delivery	I	✓	
Desire to pursue own personal development and to undertake training as required.	A	✓	
Discretion in dealing with confidential and sensitive issues	A	✓	
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	I, R	✓	
Self-motivation and personal drive to complete tasks to required timescales and quality standards	A, I	✓	
The flexibility to adapt to changing workload demands and new organisational challenges	A, I	✓	
Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.	A, I	✓	
To wear the uniform provided.	A	✓	
To consent to a DBS disclosure and Safeguarding Training	A	✓	