



New Moston Primary School Recruitment Pack

Lunchtime Organiser

Job Profile	
Job Title:	Lunchtime Organiser
Pay Grade / Scale / Range:	Grade 1, SCP 2 (Manchester City Council Pay Scale)
Start Date:	As soon as possible
Staff responsible to:	Lunchtime Supervisor
Staff responsible for:	None
Working hours:	Monday to Friday, term time only (1 hour 15 minutes per day)
Purpose of the role:	To ensure the safety, welfare, and good conduct of pupils during the lunchtime period — in the dining hall, playground, and other areas of the school. The role involves supporting positive play, encouraging good manners and behaviour, and helping to create a safe, happy, and inclusive environment for all children.
Timeline	Visit period: 14th September – 18th September 2026 Application Deadline: 21st September 2026 (9am) Shortlisting: 21st September 2026 Recruitment Day: 22nd September 2026 Start Date: As soon as possible

Grade 1, SCP 2–3 | Term time only (approximately 1 hour 15 minutes per day)

Start date: As soon as possible

Do you enjoy working with children and making a difference in their day?

At New Moston Primary School, we are looking for caring, reliable and enthusiastic Lunchtime Organisers to join our team.

We are a proud, diverse community rooted in our values of **Growth, Standards, Attitude, and Pride**. Our Lunchtime Team plays a vital role in creating a positive and safe environment where every child feels happy, supported, and ready to learn for the afternoon ahead.

Key Responsibilities

- Supervise pupils in the dining hall, playground and other areas during the lunch period.
- Encourage good manners, positive play, and respectful behaviour in line with our school rules and values.
- Support children to develop friendships, cooperation and inclusion through play.
- Manage minor incidents calmly and report any concerns to senior staff.
- Help ensure the dining environment is clean, safe and well organised.

What We Are Looking For

- A kind, patient and responsible attitude towards children.
- A team player who can communicate well with adults and children.
- Reliability, punctuality and a commitment to supporting the school community.
- Experience of working with children (desirable but not essential – full training provided).

What We Offer

- A welcoming, inclusive school community.
- Supportive colleagues and approachable leaders.
- A chance to make a real difference to children's lives each day.
- Training and development opportunities within our school.

How to Apply

Application packs are available on our school website or by contacting the school office:

recruitment@newmoston.manchester.sch.uk

0161 681 3321

Completed application forms should be returned via email.

Letter from the Headteacher

Dear Potential Applicant,

Thank you for your interest in the **Lunchtime Organiser** position at New Moston Primary School.

New Moston is a large, welcoming primary school located in North Manchester. We are proud of our diverse community and our spacious school site, which includes excellent outdoor facilities such as a 3G football pitch, a forest school area, and a large school field.

Working at New Moston is a real privilege. Our children are full of potential, energy, and character — and lunchtime is an important part of their day where they can play, build friendships, and recharge for learning. We are looking for caring, reliable and enthusiastic individuals to join our team and help create a safe, happy and inclusive lunchtime experience for all our pupils.

Our Lunchtime Organisers play a vital role in school life. They help to make lunchtimes positive, well-structured and enjoyable, supporting children both in the dining hall and on the playground. You will be part of a friendly, supportive team who share our school values of **Growth, Standards, Attitude, and Pride** and who are committed to making every day a great one for our children.

If you are kind, patient, enjoy working with children and can bring a sense of fun and responsibility to the role, we would love to hear from you.

I would be delighted to welcome you for a short visit to see our school and meet some of the team. To arrange this, please contact **Sue Pett, PA to the Headteacher**, at **s.pett@newmoston.manchester.sch.uk**.

Thank you once again for your interest in joining our school community. I hope the information within this pack gives you a clear sense of what makes New Moston Primary School such a special place to work.



Peter Stewart
Headteacher

Job Description

Key Responsibilities

Supervision and Safety

- Supervise pupils in the dining hall, playground, and other areas during lunchtime.
- Ensure the safety and welfare of pupils at all times.
- Follow safeguarding and health & safety procedures consistently.

Promoting Positive Behaviour

- Encourage good manners, respect, and positive play.
- Model and reinforce the school's values of **Growth, Standards, Attitude, and Pride.**
- Deal calmly and fairly with minor incidents, reporting concerns to senior staff.

Supporting Play and Inclusion

- Help children to play cooperatively and include others.
- Support pupils to develop friendships and positive relationships.
- Encourage participation in organised games and activities.

Dining Hall Support

- Assist younger children with opening food, using cutlery, and tidying up.
- Help maintain a clean, safe, and welcoming dining environment.
- Encourage healthy eating habits and good table manners.

Teamwork and Communication

- Work as part of the lunchtime team, following instructions from the Senior Lunchtime Supervisor.
- Communicate effectively with colleagues and report incidents promptly.
- Attend any relevant meetings or training sessions as required.

General Duties

- Comply with all school policies, including safeguarding, behaviour, and health & safety.
- Promote equality, inclusion, and respect for all pupils.
- Carry out any reasonable tasks required by the Headteacher that are consistent with the role.

Person Specification

Criteria	Requirement	Essential	Desirable	Assessment
Qualifications	I have a good standard of general education (e.g. GCSE English and Maths or equivalent).	X		A
	I have up-to-date safeguarding knowledge or am willing to undertake training.	X		A
	I have a current first aid qualification.		X	A
Experience	I have experience working or volunteering with children in a school or community setting.	X		A, I
	I have experience supporting play, lunchtime, or similar supervision duties.		X	A, I
	I have experience of working as part of a team.	X		A, I
Knowledge	I know how to keep children safe and follow safeguarding procedures.	X		A, I
	I know how to promote positive behaviour and inclusion during play.	X		A, I
Skills	I know the importance of confidentiality, equality, and respect for all.	X		A, I
	I can communicate clearly and positively with children and adults.	X		A, I
	I can supervise groups of children calmly and confidently.	X		A, I
	I can encourage children to play cooperatively and resolve minor issues fairly.	X		A, I
	I can follow instructions and work effectively as part of a team.	X		A, I
Personal Qualities	I demonstrate patience, kindness, and a caring attitude towards children.	X		A, I

Criteria	Requirement	Essential	Desirable	Assessment
	I take pride in my work and act as a positive role model.	X		A, I
	I show reliability, punctuality, and responsibility in my duties.	X		A, I
	I have a positive attitude and enjoy working in a busy school environment.	X		A, I
	I can uphold and model the school's values of Growth, Standards, Attitude, and Pride in all aspects of my work.	X		A, I

Abbreviations: A – Application, I – Interview Process