**St Richard’s RC Primary School, Longsight**

**Required from 9th June 2025**

**Lunchtime Organiser**

**(7.5 hours per week, term time only, permanent)**

We are looking for an enthusiastic and energetic lunchtime organiser to join our team on a permanent basis. St Richard’s is a joyful, well-organised and highly achieving school with amazing children. Our school is committed to providing an excellent environment for all pupils, staff, parents and governors. The successful applicant will be working as part of a team of lunchtime staff under the direction of the Senior Lunchtime Organiser.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Our recruitment and selection processes reflect this. The successful candidate will be subject to appropriate checks with previous employers, an enhanced DBS clearance and other relevant checks.

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| **Post details:** Lunchtime Organiser |
| **Salary:** Grade 1, Scale Point 2 £4,248 p.a. pro-rata salary |
| **Pattern of work:** 7.5 hours per week, term time only, 38 weeks p.a.  Term time working pattern:11.45am to 1.15pm Monday to Friday. Holidays must not be taken during term time. |
| **Closing date**: 12noon on Friday 2nd May 2025 |
| **Shortlisting:** Tuesday 6th May 2025  You will be contacted by telephone if you are shortlisted |
| **Interviews:** Friday 9th May 2025 |
| **Start date:** Monday 9th June 2025, or sooner if possible |

Application forms are available from the school office, on the vacancies section on the school website or by e-mail to [admin@st-richards.manchester.sch.uk](mailto:admin@st-richards.manchester.sch.uk) Completed applications should be emailed to the same address before the closing date.

Only applications submitted on the correct CES application form will be considered for shortlisting. CVs will not be accepted.