Job Description Lunchtime Organiser – Grade 1

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| Purpose | The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Head Teacher, Assistant Head and pupils. |
| Responsible to | TA Line Manager |
| Responsible for | Supervision of the pupils in the dining area/s and elsewhere as required by the Headteacher |
| Salary Scale | Grade 1 |
| Contract Terms | 10 Hours per week – Monday – Friday  Term Time Only - 38 weeks |

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| Main Duties and Responsibilities: |
| * To communicate with the pupils in their care. * To supervise pupils in the dining area/s and elsewhere as required by the Headteacher. * To ensure the dining area/s are kept clean during service by sweeping and wiping tables and to assist with cleaning and clearing away of tables at the end of service. * To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff. * Taking pupils who have minor accidents or are unwell to the TA Line Manager, for first aid where necessary, and if first aid is not necessary, comforting and reassuring them. * To report more serious accidents to the TA Line Manager. * 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 fully considered.**