



All Saints Voluntary Aided Church of England Primary School, Newton Heath

Job Description

Job Title: Lunchtime Organiser

Salary: Grade 2, Point 3 - £4703.65 (term time only 7.5 hours a week)

Contract type: Term time only, 7.5 hours a week, permanent

Reporting to: The post holder will report to SLT and the Business Officer.

Responsible for: Ensuring the safety, welfare and good conduct of pupils during the midday break.

Main Purpose

To supervise and ensure the safety of the pupils in the dining area/s, during outside play and elsewhere as required by the Head Teacher.

Duties and responsibilities

Behaviour management

- Promote the highest standards of behaviour that match the standard of the rest of the day and adhere to the school's behaviour policy.
- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour and table manners.
- Be responsible for organising play activities in the playground or indoors if a wet playtime.
- Follow guidance provided by the SENDCo and/or teaching staff on children who have Special Educational Needs.

Healthy eating

- Teach the children how to be hygienic around food.
- To assist younger pupils where necessary whilst they are taking a meal.
- Train children in the correct use of cutlery.

- Support the children with learning how to eat healthily.

Working with colleagues and other relevant professionals

- To liaise with the teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.

Whole-school organisation, strategy and development

- Contribute to the implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Complete relevant Health and Safety training modules where required.
- To actively supervise the dining room procedures:-
 - carrying of meal to the table
 - assisting with the service at the table
 - clearing and stacking table equipment and serving dishes - wiping and re-setting tables if necessary
- Clean up food and water spillages on tables and floors.
- To administer first aid if a registered first-aider. Record accidents in Accident Book and report serious accidents to the Senior Lunchtime Organiser and an available member of the Senior Leadership Team.
- Look after children who are upset or have had accidents.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant training to improve personal effectiveness.
- Complete relevant Safeguarding training.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school.
- To adhere to need for confidentiality at all times.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality. To report to the Head Teacher in the case of absence due to illness.

- Ensure that emails and other communications are regularly read and replied to if needed.
- Respect individual differences and cultural diversity.

Other areas of responsibility

- To be trained in First Aid and be part of a rota when required.

The Lunchtime Organiser must carry out his or her duties with full regard and commitment to the Governing Body and Local Authority Policies.

The Lunchtime Organiser will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Lunchtime Organiser will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or line manager.

Person Specification

Qualifications	Desirable • Relevant Safeguarding and Health and Safety training.
Experience	Desirable • Experience of working with children, including those with special educational needs.
Skills and knowledge	Essential • Ability to build effective working relationships with children (both individually and as a group) where they know that high expectations must be met but also know that they are valued and cared. • Knowledge of how to help adapt and deliver support to meet individual needs, including those who may have additional needs and require specific support and intervention. • Excellent verbal communication skills. • Active listening skills. • The ability to remain calm in stressful situations. Desirable • Good ICT skills. • Knowledge of guidance and requirements around

	safeguarding children.
Personal qualities	Essential • Enjoyment of working with children. • Sensitivity and understanding, to help build good relationships with children. • A commitment to promoting the ethos and values of the school. • Willingness to participate in training, performance management and self evaluate learning needs and actively seek learning opportunities. • Willingness to undertake first aid training as appropriate. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding pupil's wellbeing and equality.

Notes:

This job description may be amended at any time in consultation with the postholder.
Last review date:

Next review date:

Head Teacher / line manager's signature: _____

Date: _____

Postholder's signature: _____ Date:
