

Job Description

Lunchtime Organiser (Grade 1)

Line Management and Main Contacts

The post holder reports to the Senior Lunchtime Organiser. Other main contacts are pupils of the school, the Headteacher, School Business Manager, School Administrator, Deputy Headteacher and class teachers

Main Purpose of the Job

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

Main Duties and Responsibilities

To work as part of a team (other lunchtime organisers, including the Senior Lunchtime Organiser) to provide a safe, caring and positive lunchtime experience for pupils of the school.

1. To communicate with the pupils in their care.
2. To supervise pupils in the dining area, playground or classrooms (for indoor/'wet' playtimes) as required by the Headteacher.
3. To help create a positive atmosphere so that the lunchtime period is a pleasant experience for pupils and staff (including promoting good manners and good behaviour at the dining table and when playing outdoors or indoors)
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 (or other first-aiders qualified to administer first-aid)
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, including changing (with a colleague), where necessary for our younger children who are not fully toilet-trained.
7. To converse at ease and provide advice in accurate spoken English is essential for the post.

Additional Detail

- Encourage children to eat their school lunch (e.g. trying vegetables, eating the full portion, eating their main course before dessert, etc.)
- Assist young children with cutting their food, if needed
- Promote good table manners
- Encourage children to eat with a knife and fork and cut their food before eating it
- Work outdoors, including in a range of winter/summer temperatures
- Ensure that the flow of children from the playground, through corridors and to and from the dining hall is achieved in an orderly way
- Clean up spillages in the dining hall
- Serve (pour water) for the younger children, if needed
- Wipe/clean tables during the meal service period
- Work with different age groups
- Work with a specific class for a period of time (team members are assigned to specific classes for the majority of the time but all team members are expected to work with different age groups at the discretion of the Senior Lunchtime Supervisor)
- Assist at the beginning of the lunchtime period with the setting out of play equipment, e.g. bats, balls, hockey sticks, hoops and a range of other resources for the children to play with
- To promote active lunchtimes and encourage positive and active play
- Assist other team members where needed
- Follow the school's safeguarding procedures and undertake safeguarding training
- Be vigilant with the supervision of children to ensure that they are safe and showing positive behaviour at all times
- To use a range of strategies to encourage positive behaviour
- Deal with (or seek support for) behaviour which falls short of the school rules

For the majority of time, each lunchtime organiser is assigned to a specific class. They greet the class at the beginning of the lunchtime period and supervise them in the playground, in the classroom (for 'wet' playtimes) and in the dining hall. Each class is allocated a timetabled slot for playtime and dining time during their lunch period.

Person Specification

Lunchtime Organiser (Grade 1)

For this job we are looking for:

- To demonstrate an interest and involvement in working with children and young people.
- The ability to understand as well as supervise children and young people.
- Ability to respond to every day situations.
- Ability to communicate with others.
- The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

Personal Style and Behaviour

- Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).
- Tact and diplomacy in all interpersonal relationships.
- Personal commitment to excellence in service delivery.
- Desire to pursue own personal development and to undertake training as required.
- Self motivation and personal drive to complete tasks to required time scales and quality standards.
- Discretion in dealing with confidential and sensitive issues.
- To carry out all duties with full regard to the City Council Equal Opportunities Policy.

Pay, Working and Paid Weeks

- **Grade** : Manchester City Council Grade 1A
- **Full-Time Salary** : £20,422 (as of April 2022)
- **Weeks Worked** : 38 weeks (190 school days, term-time only)
- **Paid Weeks** : 43.5 weeks (including holiday entitlement)
- **Weekly Hours Worked** : 6.25 hours (1 hour 15 minutes hours per day)
- **Actual Pro-rata Salary** : £3,042 per annum (£11.19 per hour)
- **Working Pattern** : 11.45am – 1.00pm