



JOB DESCRIPTION – LUNCHTIME ORGANISER

Grade 1, Point 6 £13,139 pro rata term only. 6.25 hours per week equates to apx £1,957 per annum

Reports to: Executive Headteacher and Senior Lunchtime Organiser.

Main purpose: Supervision of pupils during the lunchtime period.

Equal Opportunities

All duties will be carried out so as to implement the Governors' Equal Opportunities policies.

Main tasks:

1. To take responsibility for and supervise a class of children during the lunchtime period.
2. To form positive relationships with children and operate the school discipline policy.
3. To assist in the efficient organisation and smooth running of the dining room as required.
4. To supervise and develop children's play and use of equipment in the playground or in classrooms as required.
5. To attend to children's physical needs as required, including toileting, hand washing, and use of cutlery.
6. To be aware of the requirements of any pupils in the class with special needs.
7. To care for the health, safety and well-being of children during the lunchtime period.



8. 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
9. To report more serious accidents to the Senior Lunchtime Organiser.
10. To know and implement as necessary the school procedures for first aid, Child Protection, fire drills and evacuation.
11. To liaise with the class teacher on a daily basis.
12. To attend paid lunchtime organisers meetings and training sessions by agreement with the Headteacher.

THE APPLICATION FORM SHOULD BE COMPLETED IN FULL.

Please look at the Person Specification. This lists any experience, qualifications or skills you must have to do this job. It also shows how each item will be assessed.

Please give examples of how you meet each point on the Person Specification.

Due to the large number of applications we receive, unfortunately we are unable to provide feedback to those applicants that are not short listed.



Person Specification – Lunchtime Organiser

Selection Criteria	Method of Assessment	Essential
At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.		
1 Experience		
1.1 To have had experience of supervising young children.	Application form/Interview	√
1.2 To have had experience of working as part of a team.	Application form/Interview	√
2 Abilities		
2.1 To demonstrate an interest and involvement in working with children and young people and form positive relationships with them.	Application form/Interview	√
2.2 The ability to understand as well as supervise children and young people.	Application form/Interview	√
2.3 Ability to understand and respond to children's needs in day to day situations.	Application form/Interview	√
2.4 Ability to care for the safety and welfare of children at all times.	Application form/Interview	√
2.5 Ability to communicate well with others and be a useful team member	Application form/Interview	√
2.6 To be trained or willing to be trained in First Aid if required.	Application form/Interview	√
3 Personal Style & Behaviour		
The successful candidate will have:		
3.1 Tact and diplomacy in all interpersonal relationships.	Application form/Interview	√
3.2 Personal commitment to excellence in service delivery.	Application form/Interview	√
3.3 Desire to pursue own personal development and to undertake training as required.	Application form/Interview	√
3.4 Self-motivation and personal drive to complete tasks to required time scales and quality standards.	Application form/Interview	√
3.5 Discretion in dealing with confidential and sensitive issues.	Application form/Interview	√



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Selection Criteria	Method of Assessment	Essential
5 References		
5.1 Positive recommendation(s) in 2 professional references		√
5.2 DBS clearance/no adverse outcomes from the DBS check		√