# Manchester City Council

# Job Description

# Lunchtime Organiser

Education/School Based Staff

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Head Teacher, Assistant Head and pupils.

**Purpose**

Supervision of the pupils in the dining area/s and elsewhere as required by the

Headteacher.

# Main duties and responsibilities

1. To communicate with the pupils in their care.
2. To help set up and take down tables and clear away after lunch in the dinning hall
3. To supervise pupils in the dining area/s and elsewhere as required by the Headteacher.
4. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
5. 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.
6. To report more serious accidents to the Senior Lunchtime Organiser.
7. To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.
8. 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 post holder 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 pursued.**