

## **Job Description**

### **Lunchtime Organiser**

#### **Grade 1**

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

#### **Main Purpose of the Job**

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 supervise pupils in the dining area/s and elsewhere as required by the Headteacher.
3. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
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.
6. To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.
7. 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.
8. To converse at ease and provide advice in accurate spoken English is essential for the post.

**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 pursued.**

## **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.

To be available for work during school holidays if required (unless on annual leave).

The roleholder 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.