



St Anthony's Catholic Primary School

A Voluntary Academy



Headteacher: Mrs L Kelly, B.Ed., NPQH

Job Description

Lunchtime Organiser

Education/School Based Staff

The post holder reports to the Senior Lunchtime Organiser; other main contacts are the Headteacher, Deputies and pupils.

Purpose

Supervision of the pupils in the dining area/s and elsewhere as required by the Headteacher, Deputies or the Senior Lunchtime Organiser.

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 perform any other related ad hoc duties as directed by the Headteacher or Senior Lunchtime Organiser.

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.



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Person Specification

Lunchtime Organiser

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The successful candidate will be able to

- demonstrate an interest and involvement in working with children and young people
- understand as well as supervise children and young people
- respond to everyday situations
- communicate with others
- be available for work during school holidays if required (unless on annual leave)

Personal Styles and Behaviours

1. Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check.
2. Tact and diplomacy in all interpersonal relationships.
3. Personal commitment to excellence in service delivery.
4. Desire to pursue own personal development and to undertake training as required.
5. Self-motivation and personal drive to complete tasks to required time scales and quality standards.
6. Discretion in dealing with confidential and sensitive issues.
7. To carry out all duties with full regard to the school's Equal Opportunities Policy.