




## Job Description: **LUNCHTIME MANAGER**

<b>Job title:</b>	<b>Lunchtime Manager</b>	<b>Team:</b>	<b>Lunchtime Support Team</b>
<b>Based at:</b>	 <b>PRIESTMEAD PRIMARY SCHOOL</b>		
<b>Salary:</b>	<b>Grade 4 scale 13 - FTE £29,619 actual £8228.16 (term time 39 weeks)</b>		
<b>Line Manager:</b>	<b>Assistant Headteacher</b>		
<b>Hours:</b>	<b>12.5 hours per week, Monday to Friday, 11.00am-1.30pm</b>		
<b>Contract:</b>	<b>Permanent</b>		

### Essential Functions:

- To lead and coordinate the Lunchtime Assistants Team to ensure pupils experience a safe, inclusive, stimulating and caring environment during lunchtime. The Lunchtime Manager will promote positive behaviour, organise engaging and inclusive play opportunities and ensure the smooth day-to-day operation of lunchtime provision.
- To organise staff rotas and oversee the effective delivery of lunchtime activities.
- To ensure pupils are supervised safely indoors and outdoors throughout lunchtime.
- To safeguard pupils in every interaction, maintaining a proactive approach to health, safety and wellbeing.
- To work professionally with all stakeholders, consistently following the Trust's Code of Conduct.
- To consistently meet professional standards and Trust expectations.
- To support the academy and trust's vision and values.
- To undertake any other duties as required by the academy or trust

### JOB PURPOSE AND ACCOUNTABILITY

#### Leadership and Management of the Lunchtime Assistants Team

- Lead, manage and support the team to ensure high standards of lunchtime provision across the school.
- Establish and maintain effective communication between the Lunchtime Assistants Team and Senior Leadership Team.
- Act as a positive role model, consistently promoting the values, ethos and expectations of Priestmead Primary School.
- Ensure all members of the team implement the school's behaviour policy consistently and effectively.
- Coordinate and deploy staff to ensure appropriate supervision, effective organisation and safe staffing across all lunchtime areas.
- Organise and manage daily rotas, adapting arrangements where necessary to respond to staff absence or changing operational needs.
- Monitor the effectiveness of lunchtime provision and provide guidance, support and direction to lunchtime Assistants to maintain high standards.
- Support the recruitment, induction, training and ongoing development of the Lunchtime Assistants Team.
- Contribute to support staff development, feedback and training needs where appropriate.
- Support staff wellbeing and attendance procedures, including return-to-work conversations where appropriate.
- Use school systems, including CPOMS, email and Teams, to maintain accurate records and communication.
- Lead by example in promoting positive relationships, teamwork and professionalism across the lunchtime staff team.

#### Oversight of Pupil Welfare and Behaviour

- Ensure the team provides a safe, inclusive and positive lunchtime environment for all pupils.

*The Pegasus Partnership Trust is committed to safeguarding of children and expects all staff to demonstrate this commitment.*

- Oversee pupil welfare and behaviour during lunchtime, supporting staff to respond appropriately to incidents and concerns.
- Develop and share effective strategies to support pupils who may find lunchtime challenging, including those with SEND or additional needs.
- Ensure all pupils are supervised appropriately indoors and outdoors at all times.
- Monitor and promote positive play opportunities and ensure lunchtime activities are engaging, inclusive and well organised.
- Ensure pupils with medical conditions, allergies, dietary needs or additional vulnerabilities are appropriately supported by the team.
- Liaise with teaching staff and leaders regarding pupil welfare, behaviour or safeguarding concerns where appropriate.
- Ensure accidents, incidents, behaviour concerns and safeguarding concerns are recorded and reported promptly in line with school procedures.

### Health and Safety Responsibilities

- Ensure the team maintains high standards of health, safety and supervision throughout lunchtime provision.
- Monitor dining halls, playgrounds, classrooms and shared spaces to ensure they remain safe, clean and well organised.
- Ensure hazards, accidents and health and safety concerns are addressed promptly and reported appropriately.
- Oversee wet lunchtime arrangements, ensuring children are safely supervised and engaged in suitable activities.
- Ensure the safe movement of pupils around the school site, including corridors, dining areas and playgrounds.
- Support the implementation of first aid procedures and ensure appropriate action is taken when pupils are injured or unwell.

### General Responsibilities

- Contribute positively to the wider ethos, values and daily life of the school.
- Maintain professionalism, confidentiality and high expectations at all times.
- Ensure the team adheres to all school policies and procedures, including safeguarding, child protection, equality, behaviour and health and safety.
- Undertake any additional duties commensurate with the level and responsibility of the role as directed by the Senior Leadership Team.
- Ensure you always meet your statutory safeguarding and equality duties.

### Support the Academy & Trust:

- Commit to ongoing professional development and attend all required training.
- Contribute to the development and implementation of all policies and procedures without exception.
- Attend additional meetings and training as required.
- Develop and maintain effective professional relationships with all stakeholders and deploy staff respectfully and fairly.
- Go the extra mile to demonstrate a commitment to 'Soaring Together

### Other responsibilities:

*This job description is not a contract of employment and will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the relevant manager or leader, and in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible, management reserves the right to make changes to the job description following consultation. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.*

I confirm that I have read the job description and understand the requirements, essential functions and duties of the position.

Employee:

Date:

Manager:






Date:



# Person Specification: LUNCHTIME MANAGER

<b>Job title:</b>	<b>Lunchtime Manager</b>	<b>Team:</b>	<b>Lunchtime Support Team</b>
<b>Based at:</b>	<b>PRIESTMEAD PRIMARY SCHOOL</b>		

We are looking for evidence of these Leadership Behaviours throughout the application and assessment

	<b>BELONGING:</b> Creates a safe, inclusive and supportive lunchtime environment where every pupil feels valued and respected.
	<b>COLLABORATION:</b> Works positively with staff, pupils and leaders to ensure lunchtime provision runs smoothly and effectively.
	<b>INTEGRITY:</b> Acts professionally at all times, following safeguarding, behaviour and health and safety procedures consistently.
	<b>EXCELLENCE:</b> Leads by example to maintain high standards of behaviour, organisation, supervision and pupil care.
	<b>LEGACY:</b> Contributes to a positive school culture by building strong routines, relationships and lunchtime experiences for all pupils.

For each point below, explain how you meet the person specification in your supporting statement (no more than two sides of A4 paper) and ensure your application form covers your qualifications and full employment history.

Candidates will be shortlisted based on the extent to which they meet these requirements.

CRITERIA	Application	Assessment
<b>Education &amp; Training</b>		
o Good standard of literacy and numeracy (GCSE Grade C/4 or equivalent in English and Maths desirable).	✓	
o Evidence of safeguarding and child protection training, or willingness to complete required training.	✓	✓
o First Aid qualification or willingness to undertake First Aid training	✓	✓
o Evidence of Right to Work in the UK	✓	
<b>Experience</b>		
5. Experience of working with children in a school, childcare or supervisory or similar environment.	✓	
6. Experience of supporting or leading a team of staff in a structured setting.	✓	✓
7. Experience of supporting staff wellbeing and attendance processes (e.g. return-to-work conversations) or willingness to be trained.	✓	✓
<b>Knowledge &amp; Understanding</b>		
8. Understanding of safeguarding, child protection and health & safety responsibilities in a school setting.	✓	✓
9. Understanding of behaviour management strategies and promoting positive behaviour at lunchtime.	✓	✓
10. Awareness of the importance of equality, inclusion and supporting pupils with additional needs (including SEND).	✓	✓
<b>Skills and Qualities</b>		
11. Strong communication skills, including managing difficult conversations, working with staff and pupils, and confident use of email.	✓	✓
12. Good organisational and leadership skills, with the ability to manage rotas, supervise staff and ensure effective lunchtime provision.	✓	✓
13. Confident using school systems such as CPOMS, email and Teams, with strong attention to detail and accurate record keeping	✓	✓