



Lunchtime Organiser – Job Description

Post title:	Lunchtime Organiser
Salary and grade:	NJC, Grade 1
Line manager/s:	The senior lunchtime organiser, the headteacher and members of the senior leadership team (SLT)

Main purpose of the job:

The lunchtime organiser role is a valued part of our school team. The main purpose of the role is to supervise pupils in the dining hall and playground area/s as well as elsewhere around the school premises to ensure their welfare and safety and to help create an atmosphere that is a pleasant experience for pupils and staff.

Duties and responsibilities:

Supporting pupils

- To supervise pupils in the dining and playground area/s and elsewhere around the school premises as required by the senior lunchtime organiser, the headteacher and members of the senior leadership team (SLT)
- To take pupils who have minor accidents or are unwell for first aid where necessary, and if first aid is not necessary, comforting and reassuring them
- To report more serious accidents or incidents to the senior lunchtime organiser and class teacher
- To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided
- 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

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect
- Maintain good communication and relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Have high expectations of behaviour, promoting self-control and independence of all pupils
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school
- Ensure that colleagues working with you are appropriately involved in supporting pupils and understand the roles they are expected to fulfil

Other

- To have professional regard for the ethos, policies and practices of our Trust schools and the Trust and maintain high standards in your own attendance and punctuality



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Belonging Believing Becoming

- Perform any reasonable duties as requested by the senior lunchtime organiser, the headteacher or members of the senior leadership team (SLT)

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school or Trust is changed. Nothing will be changed without consultation.

Signature of post holder: _____ Date: / /

Signature of Head teacher: _____