



Lunchtime Organiser

APPLICATION PACK

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **Monday 31st August 2026** (to arrive no later than 12.00 midday).
Interviews are expected to take place **w/c 7th September 2026**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

School Support Scale 1 - 2 (FTE £24,413).
Actual Salary (inc RLW Top Up) - £6,059.23

Start Date

September 2026

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support, and counselling on a range of subjects.
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables.
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

Role Description

Job Title:	Lunchtime Organiser
Reports to:	Academy Operations Lead
Contract:	Perm – Term Time Only (39 weeks), 10 hours per week Monday – Friday 12:00 – 14:00
Salary:	SPS01 – 02 plus RLW Top Up FTE £24,413 Actual (inc. RLW Top Up) - £6,059.23
Start Date:	Dependant on notice period

Main Purpose of the Job

To support the safe, efficient and effective operation of the school dining hall during the lunchtime period. Working alongside the catering team, the Lunchtime Organiser will supervise students within the dining areas, promote positive behaviour and ensure a clean, safe and welcoming environment for all users.

Lunchtime Service

- Work alongside the catering team to prepare the dining hall before students arrive.
- Support the efficient flow of students through the dining hall and supervise queues, ensuring fair queuing and respectful behaviour.
- Supervise students within the dining hall, ensuring they remain seated whilst eating, behave appropriately and follow school expectations.
- Encourage good manners, positive social interaction and respectful behaviour towards students, staff and catering colleagues.
- Support the catering team in clearing the dining hall at the end of each lunch sitting.
- Clean tables and maintain the cleanliness of dining areas throughout and following each lunch service.
- Sweep, wipe and mop dining areas as required.
- Ensure litter and waste are disposed of appropriately and that the dining environment remains clean, safe and welcoming.

Student Welfare and Behaviour

9. Supervise students within the dining hall to help maintain a calm, orderly and positive lunchtime environment.
10. Promote the school's behaviour expectations, responding appropriately to low-level issues and referring more serious concerns to the appropriate member of staff.
11. Remain vigilant for safeguarding, welfare or medical concerns and report these promptly in line with school procedures.
12. Administer basic first aid following appropriate training and report accidents in accordance with school procedures.

Working as Part of the School Team

13. Communicate effectively and professionally with students, colleagues and visitors.
14. Work collaboratively with the catering team and other colleagues to ensure the smooth running of

lunchtime provision.

15. Contribute to the safety and wellbeing of colleagues by following health and safety procedures and reporting concerns.
16. Maintain high standards of personal presentation, conduct and hygiene and act as a positive role model for students.
17. Participate in relevant training and professional development, including, where agreed, training outside normal working hours.
18. Undertake any other duties commensurate with the nature and grading of the post as reasonably required by the Headteacher.

All staff are expected to:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Support the school's vision, values and ethos through their day-to-day work.
- Treat all members of the school community with dignity, respect and professionalism.
- Comply with all relevant school policies and procedures, including those relating to safeguarding, health and safety, equality and data protection.
- Contribute positively to maintaining a welcoming, safe and inclusive environment for all.

Person Specification

No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	To possess first aid certificate or willingness to participate in relevant training and any other training that is essential for the role.	E	√	
2.	Basic food hygiene qualification or awareness of how important this is within the environment.	E	√	
EXPERIENCE				
3.	Working in a team environment but also experience of working alone and using own initiative.	E	√	√
4.	Experience of working in a busy environment, adhering to all health and safety practices.	E	√	√
5.	Able to always remain calm and patient.	E	√	√
6.	Capable of moderate physical activity including cleaning, mopping, sweeping, and ensuring areas are always tidy.	E	√	√
7.	Experience of working with children, able to supervise and give instruction when needed.	E	√	√
8.	Experience of promoting a positive ethos and role model positive attributes.	E	√	√
ABILITIES, SKILLS, AND KNOWLEDGE				
9.	Ability to communicate effectively particularly when dealing with staff and students.	E	√	√
10.	Ability to build and maintain good rapport with students treating them consistently, with respect and consideration and demonstrate concern for their development as learners.	E	√	√
11.	Demonstrate and promote the positive value, attitudes, and behaviour you expect from the students.	E	√	√
12.	Ability to carry out manual handling duties.	E	√	√
13.	Understanding of matters relating to safeguarding of children in terms of their health, safety, welfare, and mental wellbeing.	E	√	√
14.	Understanding the importance of working within all health and safety protocols.	E	√	√
PERSONAL CHARACTERISTICS				
15.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
16.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
17.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



Kingsway Park High School
Turf Hill Road
Rochdale OL16 4XA

Tel: 01706 716761
Email: info@kingswaypark.org

www.kingswaypark.org

Altus Education Partnership
Suite F4, No.2 The Esplanade,
Rochdale OL16 1AE

Tel: 01706 769999
Email: info@altusep.com

www.altusep.com