



**The Federation of St. Edmund's & St. Patrick's**  
**R.C. Primary Schools**  
**LUNCHTIME ORGANISER**  
**JOB DESCRIPTION**



**GRADE:** GRADE 2

**CONTRACT:** TERM TIME ONLY

**RESPONSIBLE TO:** EXECUTIVE HEADTEACHER

**Job Purpose:**

Supervision of the pupils in the dining area/s and elsewhere as required by the Headteacher.

**Main duties and responsibilities**

- Support the Catholic ethos of the school and be committed to maintaining cohesion and unity among our school community.
- To communicate with the pupils in their care.
- To supervise pupils in the dining area/s and elsewhere as required by the Headteacher.
- To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
- 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.
- To report more serious accidents to the Senior Lunchtime Organiser.
- 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.

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.

*This job description may be amended by the Executive Headteacher to meet changing school needs at any point in the future.*

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



## PERSON SPECIFICATION



- 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).

### **Personal Styles and Behaviours**

- Be willing to consent to and apply for an enhanced disclosure to a DBS (Disclosure & Barring Service) check.
- 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