ROCHDALE BOROUGH COUNCIL

SCHOOL: Elm Wood Primary School

JOB DESCRIPTION

Job Title:	Lunchtime Organiser
Grade:	Grade 1 (SCP) 1-3
Responsible to:	**Head Teacher, Deputy Head Teacher**
Responsible for:	**Not applicable**
Hours of Duty:	**6.25 Hours Per Week**
Any Special Conditions of Service:	• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. **Annual Leave – Term Time Only** – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	➢ Approach the job at all times using the values set out in the Rochdale Way: • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving ➢ Be aware of and apply the Rochdale Way Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:

PURPOSE AND OBJECTIVES OF THE JOB

To care for the children during the lunchtime break and to prepare, provide and oversee suitable activities at this time.

CONTROL OF RESOURCES

Personnel
To be responsible for the direction, support and motivation of self.

Financial
To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials
To be responsible for the organisation and storage of allocated resources through liaison with the Senior Lunchtime Organiser and appropriate school staff.

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare
Responsible for the health, safety and welfare of self and colleagues in accordance with the Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity
To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development
The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

Internal:
1. School staff.
2. Users of the School.
3. Voluntary helpers.
4. Pupils.
5. Governors.
6. Volunteers.

External:
1. Parents/Carers
2. Staff in other schools and within the LA.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To undertake the supervision, security, welfare and good conduct of children during the mid-day break, enforcing the expected standards of school discipline and having regard to special or educational needs.

2. To provide and run activities for the children during indoor and outdoor play.

3. To oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include handwashing, cleaning spillages, insisting on and modelling good table manners.

4. To attend to minor First Aid needs of children in accordance with school policy. This may include recording minor accidents and ensuring that relevant staff are informed and ensuring that more serious accidents are brought to the attention of the First Aider.

5. To liaise closely with the Senior Lunchtime Organiser and class teachers on the welfare and discipline of pupils.

6. To respect the confidentiality of sensitive information from pupils and staff.

If required by the school

7. To operate tills and take money/vouchers as meal payment

SECONDARY DUTIES

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____