

## LUNCHTIME ORGANISER JOB DESCRIPTION

**Job Title:** Lunchtime Organiser

**Salary Scale:** G2

### **Purpose**

To work as a member of a team responsible for the control of children during the whole of the lunch period. The post holder will be expected to provide welfare to the children.

### **General Information**

The main activities of the job relate to the supervision of the children regarding behaviour and good table manners, dealing with minor accidents / incidents and supervising of play and playing with the children during the remainder of the lunch period.

### **General Responsibilities**

- To escort the children to the dining hall, assist in the collection of trays and organise control within the queue.
- To supervise in the dining hall regarding good table manners and behaviour and ensure that the younger children are helped with cutting food etc.
- Clear spillages in the dining hall and wipe tables between sittings.
- Supervise the remainder of the lunch period in school or the playground.
- Attend to the pupils' personal needs, including hygiene and first aid.
- Supervise and support pupils ensuring their safety.
- Encourage pupils to interact with others and engage in activities.
- Deal with any sickness problems and report any accidents to the Headteacher / Deputy Headteacher.
- The post holder is expected to hold a First Aid qualification.
- The post holder is expected to undertake any training relevant to the position. School will identify and fund this training.

## **Support for the School**

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher / Deputy Headteacher.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as may be reasonably directed.

*This job outline is intended as an outline of the responsibilities of the job, not a total list of the duties of the post holder.*

Signed : .....

Date: .....

# GUIDELINES FOR LUNCHTIME ORGANISERS

## General Guidelines

- Children should be allowed to use the toilets at the beginning of lunchtime. The lanyard system should then be used for children wanting to come into school during lunchtime.
- Minor accidents should be dealt with by the Lunchtime Organisers. Head injuries / more serious accidents should be dealt with in the first instance by the qualified first aider.
- Tables to be wiped between sittings only and no tables or chairs to be stacked or moved by the Lunchtime Organisers at the end of lunchtime.
- Once the majority of children are out on the playground, only one Lunchtime Organiser should remain in the hall with the remaining children.
- Lunchtime Organiser should encourage, but not force, the children to eat their food.
- Unless it is actually raining or snowing, the children are to go outside.
- If a Lunchtime Organiser is unable to come into work, they should telephone school as soon as possible to enable alternative arrangements to be arranged.

## Guidelines for Dry Lunchtimes

- All Lunchtime Organisers to be in the Hall for 11.45am. As Key Stage 1 children finish their lunch, they should go outside into the playground with a Lunchtime Organiser. No child should ever sit waiting to leave the Hall.
- One Lunchtime Organiser should be on the KS2 playground when the Key Stage 2 children break for lunch.
- As more and more children leave the Hall, the Lunchtime Organisers should go outside into the playground.

## Guidelines for Wet Lunchtimes

- All Lunchtime Organisers to be in the Hall for 11.45am. As the Key Stage 1 children finish, one should go into the Reception classroom with the children, one to supervise Year 1 / Year 2 children in the classrooms. Games / activities for the children will be in the classroom.
- Key Stage 2 children to be supervised by 2 Lunchtime Organisers, one in Year 3 / 4, one in Year 5 / 6 in the classrooms. Games / activities for the children will be in the classroom.