

**Manchester City Council  
Job Description**

**Lunchtime Organiser  
Education/School Based Staff**

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Head Teacher, Assistant Head and pupils.

**Purpose**

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

**Main duties and responsibilities**

1. To communicate with the pupils in their care.
2. To supervise pupils in the dining area/s and elsewhere as required by the Headteacher.
3. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
4. 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.
5. To report more serious accidents to the Senior Lunchtime Organiser.
6. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
7. To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.
8. 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.**

**Manchester City Council  
Person Specification**

Lunchtime organiser

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**

Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure 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