



# St Paul's Catholic Primary School

## Job Description

<b>JOB TITLE:</b>	Lunchtime Organiser
<b>SALARY:</b>	Grade 1 (scp. 2)
<b>HOURS:</b>	Part-time, term-time only

The post holder will report to the School Business Manager. The main contacts are the staff and the students.

### Main purpose of the post

Supervision of the students in the dining areas and elsewhere as required by the Headteacher.

### Main Duties and responsibilities

To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for the students and staff

To safeguard and promote the welfare of students

To communicate with the students in your care

To take students who have minor accidents or are unwell to the School Business Manager or other nominated colleague, for first aid where necessary, and if first aid is not necessary, to comfort and reassure them

To report more serious accidents to the School Business Manager

To accompany sick or injured students 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

Establish good relationships with students and being a role model by presenting a positive personal image and responding appropriately to individual needs

To attend training and administer basic first aid as and when required

To undertake all duties with full regard to the Health and Safety at Work Act

To contribute to the overall ethos, work and aims of the school and Trust

To participate in training and other learning activities and performance development as required

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All duties and responsibilities must be carried out with due regard to the Corpus Christi Catholic Academy Trust's existing policies, such as child protection, health and safety, equality and data protection

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**Where the post holder 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 unachievable, job redesign will be fully considered**



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## Person Specification Lunchtime Organiser

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
<b>KNOWLEDGE / SKILLS / ABILITIES</b>		
To demonstrate an interest and involvement in working with children and young people	E	A/I/R
Have the ability to understand as well as supervise children and young people	E	A/I/R
Be able to respond to everyday situations calmly	E	A/I/R
Be able to communicate with others	E	A/I/R
<b>PERSONAL STYLES / BEHAVIOUR</b>		
To act with the utmost integrity at all times	E	A/I/R
To act with tact and diplomacy in all situations with students and colleagues	E	A/I/R
Be self-motivated and have personal drive to complete tasks to the required timescales and quality standards	E	A/I/R
Have personal commitment to ensure support is equally accessible and appropriate to meet the diverse needs of the students	E	A/I/R
Be committed to excellence in service delivery	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times	E	A/I/R
Be willing to undertake first aid training	E	A/I/R
Desire to pursue own personal development and to undertake training as required	E	A/I/R
Demonstrate an awareness and commitment to upholding equal opportunity policies	E	A/I/R
Willingness to consent to apply for an enhanced disclosure and barring list check.	E	A/I/R

### \*Application/Interview/References/Selection Process

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview.**