

**Bamford Academy**

**JOB DESCRIPTION**

<b>Job Title:</b>	Lunchtime organiser
<b>Grade:</b>	Grade (SCP) (08)
<b>Responsible to:</b>	Principal & Business Manager
<b>Responsible for:</b>	
<b>Hours of Duty:</b>	<b>7.5 hours per week, term time only</b>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>➤ 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.</li><li>➤ <b>Annual Leave – Term Time Only</b> – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term.</li><li>➤ The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul>
<b>Values and Behaviours</b>	<ul style="list-style-type: none"><li>➤ Approach the job at all times using the values set out in</li><li>➤ Bamford Academy Blueprint</li><li>➤ Be aware of and apply the staff code of conduct</li></ul>
<b>DBS Disclosure Level:</b>	Enhanced

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

## PURPOSE AND OBJECTIVES OF THE JOB

1. To care for the children during the lunchtime break

## **CONTROL OF RESOURCES**

### **Personnel**

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

### **Equipment/Materials**

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 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 – office administrators/apprentice
  2. Senior managers.
  3. Governors.
  4. Volunteers.
  5. Pupils.
  6. Users of the School.

- External:**
1. Parents/carers.
  2. Staff in other schools and within the LA.
  3. Suppliers of equipment and services.

**RESPONSIBILITIES:**

**The postholder must:**

1. Perform his/her duties in accordance with the Council's Equality and Diversity Policy.
2. Be able to render regular and efficient service to undertake the duties of this post.

**PRINCIPAL DUTIES**

**Finance**

1. To work under the direction of the Senior Staff of the school

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_