

Academy/School:	Matthew Moss High School
Section:	Associate Staff
Location:	Matthew Moss Lane, Rochdale, OL11 3LU
Job Title:	Lunchtime Organiser
Hours:	6.25 hours per week
Grade Range:	Grade 2, points 3 to 4
Grade/Salary:	Currently £18,562 to £18,933 PA FTE. Actual salary is: £2,707-£2,762 pa.
Accountable to:	Headteacher, Business Manager
Accountable for:	N/A
Special Conditions of Service:	All posts require enhanced DBS clearance prior to appointment. Requirement to undertake First Aid Training and provide first aid cover as necessary.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisational Chart:

HEADTEACHER
Business Manager
Lunchtime Organisers

PURPOSE AND OBJECTIVES OF THE ROLE

To undertake the supervision, security, welfare and good conduct of pupils during the lunchtime period.

Control of Resources

Personnel

If appropriate, any staff as directed by the Headteacher.

Safeguarding

Fulfill responsibilities and obligations in relation to the safeguarding of children.

Financial

N/A

Equipment/Materials

To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

To adhere to the school/Trust rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

Equality and Diversity

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Associate Staff
Students
Parents
Visitors
Contractors

Values and Behaviours

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Principal Duties

- To undertake the supervision, security, welfare and good conduct of pupils during the mid-day break, enforcing the expected standards of school discipline.
- To oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include cleaning spillages, insisting on modelling good table manners.

- To attend to minor First Aid needs of children in accordance with school policy. This may include recording minor accidents and ensuring the relevant staff are informed and ensuring that more serious accidents are brought to the attention of the First Aider.
- To assist staff in the setting up and closing down of the dining area.
- General cleaning duties eg sweeping, mopping of floors, wiping tables and trays, etc
- To liaise closely with Business Manager and class teachers on the welfare and discipline of pupils.
- To respect the confidentiality of sensitive information from pupils and staff.

Secondary Duties

- To attend and participate in meetings as required
- To participate in programmes of training as a trainee and when required as a trainer facilitator.
- To undertake training to provide First Aid cover as required.
- Ensure that the School's commitment to public orientation and care of customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.





Watergrove Trust Person Specification

Academy/School :	Matthew Moss High School	Post:	Lunchtime Organiser
Section :	Associate Staff	Grade:	Grade 2

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you **MUST SHOW YOU HAVE** to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you **MUST** include details relating to this aspect in your **Application Form**. You must include examples from both paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Skills and Experience		
Experience of working with &/or caring for children between 11-16	E	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Ability to work effectively within a team environment, understanding roles and responsibilities	E	AF, I
Ability to build effective working relationships with all pupils and colleagues	E	AF, I
Ability to communicate effectively	E	AF, I
Ability to engage with pupils in dining room	E	AF, I
Ability to complete simple records of incidents/accidents	E	AF, I
Values and Behaviours		
Approach the job at all times using the values and behaviours of the CHANGE ethos: Composure High Standards Agency Numeracy and Literacy Growth Mindset Empathy Please confirm you are willing to adhere to these values and behaviours.	E	AF/I
Special Working Conditions		
Requirement to undertake First Aid Training and provide first aid cover as necessary.	E	
Enhanced DBS clearance	E	
Lifting and carrying equipment as required	E	