



**Watergrove
Trust**

Providing more

Academy:	Sandbrook Community Primary School
Section:	Associate Staff
Location:	Hartley Ln, Rochdale OL11 2LR
Job Title:	Lunchtime Organiser
Grade/Range/Salary:	Grade 1; pt 3, currently £22,737 FTE (Actual Salary £3,980)
Responsible to:	Head of School, School Business Manager, Senior Lunchtime Organiser
Responsible for:	N/A
Hours of Duty:	7.5 hrs per week, Term Time Only Monday to Friday 11.45am - 1.15 pm
Special Conditions of Service:	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. Enhanced DBS clearance is required.

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

Organisational Chart:

Head of School
Business Manager
Senior Lunchtime Organiser
Lunchtime Organiser

PURPOSE AND OBJECTIVES OF THE ROLE

To care for the children during the lunchtime break and to prepare, provide and oversee suitable activities at this time.

Control of Resources

Personnel

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

Safeguarding

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

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the organisation and storage of allocated resources through liaison with the appropriate school staff.

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

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/ Head of School

Senior Leadership Team

Colleagues

Associate Staff

Students

Parents

Visitors

Contractors

Voluntary Helpers

Governors

Values and Behaviours

Our mission then is to be ever "**Providing more**" to the communities we serve, to enable life in all its fullness.

Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge

- Innovate

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

1. To undertake the supervision, security, welfare and good conduct of children during the mid-day break, enforcing the expected standards of school discipline and having regard to special or educational needs.
2. To provide and run activities for the children during indoor and outdoor play.
3. To oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include handwashing, cleaning spillages, insisting on and modelling good table manners.
4. To attend to minor First Aid needs of children in accordance with school policy. This may include recording minor accidents and ensuring that relevant staff are informed and ensuring that more serious accidents are brought to the attention of the First Aider.
5. To liaise closely with the Senior Lunchtime Organiser, class teachers on the welfare and discipline of pupils.
6. To respect the confidentiality of sensitive information from pupils and staff.
7. Demonstrating high expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their education achievements.
8. Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners
9. Demonstrate and promote the positive value, attitudes and behaviour you expect from the pupils with whom you work.
10. Associated cleaning duties include cleaning the tables, folding them away and sweeping the floor.
11. To operate tills and take money/vouchers as meal payment (if required by the school)

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to

self-review and professional development.

4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, 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).
9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
 - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
10. To attend and participate in meetings as required.
11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
12. Support the Academy and the Trust in meeting our legal requirements for worship.
13. Actively promote the Academy and Watergrove Trust corporate policies.

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 :	Sandbrook Community Primary School	Post:	Lunchtime Organiser
Section :	Associate Staff	Scale:	Grade 1

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 & Experience		
To be literate and numerate	E	AF/I
Willingness to participate in relevant training and development opportunities.	E	AF/I
To possess a Level 2 qualification in Literacy and Numeracy	D	AF/I
Willingness to undertake specific training in : Playground behaviour Facilitating play • Active preparation of playground learning materials. • Experience of working with and/or caring for children within an educational setting	D	AF/I
Skills and Knowledge		
Experience of working as part of a team	E	AF/I
Experience of effectively interacting and dealing with children	E	AF/I

Able to promote a positive ethos and role model positive attributes	E	AF/I
Able to communicate effectively particularly with professional staff	E	AF/I
Able to make simple records of incidents & accidents	E	AF/I
Able to engage with pupils in playground & dining room	E	AF/I
Able to provide support for the medical care of pupils including First Aid	E	AF/I
Awareness and basic understanding of academy/ school curriculum	E	AF/I
Able to work if necessary, within other Trust schools in the borough	E	AF/I
Values and Behaviours		
<p>Our mission then is to be ever “Providing more” to the communities we serve, to enable life in all its fullness.</p> <p>Our Trust is enabled by a mutual interdependency within which we will always:</p> <ul style="list-style-type: none"> • Coach • Challenge • Innovate 	E	AF/I
Special Working Conditions		
Subject to an enhanced DBS check	E	AF/ I
Providing hygiene care to pupils.	E	AF/ I
Lifting and carrying equipment as required.	E	AF/ I
Must be prepared to work in any area of the school during the period of work.	E	AF/ I
Becoming a First Aider	D	AF/ I