**ALTRINCHAM COLLEGE  
Job Description**

**Job Title: LUNCH TIME ORGANISER**

**Job Purpose:** Toassist with the cleaning and tidying of the dining hall during and after the school lunch break.

**Accountable to:** Business and Finance Director

**Hours of work:** 2 hours a day

**Scale:** NJC Band 1 Points 6 – 10

**Holidays:** Term Time Only

**Duties and Responsibilities:**

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

1. Clean and tidy tables during the school lunch hour.
2. Help and encourage students to tidy and clean up after themselves.
3. Clean the dining hall at the end of lunch and assist in ensuring it can function as an assembly/meeting hall.
4. Report behaviour incidents in line with the school policy
5. Maintain the health, safety, welfare, good conduct and safeguarding of pupils during the lunch break
6. Assist with setting out and storing equipment
7. Assist site-staff with tidying of the school site, including outside areas.
8. Undertake such duties as may from time to time be reasonably assigned by the Headteacher

**Review**

This job description is not necessarily a comprehensive definition. It will be reviewed annually and when appropriate. It may be subject to change or modification at any time after consultation.

**PERSON SPECIFICATION**

**JOB TITLE: Lunch Time Organiser (1)**

|  |  |
| --- | --- |
| ***MINIMUM ESSENTIAL REQUIREMENTS*** | **METHOD OF ASSESSMENT \*** |
| **1. Experience** | |
| Cleaning | A/I |
| Working with children and/or young people | A/I |
| **2. Knowledge** | |
| Health & Safety awareness | A/I/C |
| Knowledge of food and hygiene procedures | A/I/C |
| **3. Skills & Abilities** | |
| Ability to working as part of a team and also independently  Efficient working practices, good organisation skills  Ability to use initiative  Ability to prioritise  Good attendance and punctuality | A/I  A/I  A/I  A/I  A/I/R |
| **4. Clear DBS check** |  |
| **DESIRABLE** |  |
| Experience of working in a school environment |  |

**\* Method of Assessment**

**A =** Application form, **C =** Certificate, E **=** Exercise, I **=** Interview,

**P =** Presentation, T **=** Test, R = References