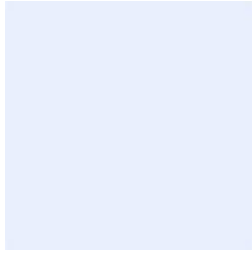


Bamford Academy

JOB DESCRIPTION

Job Title:	Lunchtime organiser
Grade:	SCP 1 - 3
Responsible to:	Principal Business Manager
Responsible for:	
Hours of Duty:	10 hours per week, term time only
Any Special Conditions of Service:	<ul style="list-style-type: none">➤ 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.➤ Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term.➤ The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in➤ Bamford Academy Blueprint➤ Be aware of and apply the staff code of conduct
DBS Disclosure Level:	Enhanced

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

Organisational Chart:**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: _____