

**Manchester City Council  
Job Description**

**Lunchtime Organiser**

**Main Focus would be working small groups of children looking after the chickens.**

The salary is £17,842 pro rata (Grade 1, Point 1).

This is £395 (gross) per month approximately.

The position is Term Time Only – 38 weeks per year, working 10 hours per week.

The post holder reports to the Senior Lunchtime Organiser, other main contacts are the Head Teacher, Assistant Head and pupils.

**Purpose**

We have 4 chickens in school which need looking after on a daily basis. This would include cleaning out, feeding and purchasing chicken feed etc. for which you would be reimbursed. Also, you would be responsible for getting groups of children together at lunchtime to get them to help in the care of the chickens. Training will be given to the successful applicant. At times you may be required to work in the dining room or out on the playground if there are staff shortages of Lunchtime Organisers. The duties and responsibilities below outline what would be expected of you in that role.

**Main duties and responsibilities**

1. To interact with children in their care and run focused play activities in designated areas.
2. To supervise pupils in the dining area/s and elsewhere as required by the Headteacher. Use own initiative – eg. modelling use of knife & fork, cutting up children's food, serving drinks,
3. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff. Encouraging good dining room behaviour and managing expectations of noise levels.
4. Taking pupils who have minor accidents or are unwell to the Senior Lunchtime Organiser, for first aid where necessary, and if first aid is not necessary, comforting and reassuring them.
5. To report more serious accidents to the Senior Lunchtime Organiser.
6. To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.
7. Where the need arises, for instance with young children, or children with special needs, attending to their physical needs such as hand washing, feeding and toileting.

8. To stock up toilet rolls, paper towels & soap in the children's toilets.
9. In Nursery only, to fill out Care Logs as directed by the Foundation Stage Leader.

Please Note:

- a) Mobile phones are not to be used whilst staff are on duty, unless by prior arrangement with the SLO.
- b) Lunchtime Organisers should make medical appointments outside their working hours. You are contracted to work 2 hours per day and are expected to arrange your appointments around your contracted hours. If you have an exceptional circumstance and need time off during your contracted hours you need to follow the schools procedure. You need to complete a Request of Absence Form and submit this to Mrs Rudd. Your request will be considered, but may not always be granted. Mrs Rudd will write to you to let you know her decision. The absence could be granted but may be unpaid. If the absence is refused and you decide to ignore the decision you could face a disciplinary action.
- c) If you have children of school age you are entitled to 3 Dependency Days per academic year to look after them when they are ill. If you take any more than this they will be unauthorised and unpaid.

**Where the postholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable job redesign will be pursued.**

**Manchester City Council  
Person Specification**

Lunchtime organiser

To demonstrate an interest and involvement in working with animals, children and young people

The ability to understand as well as supervise children and young people

Ability to respond to every day situations

Ability to communicate with others

To be available for work during school holidays if required (unless on annual leave).

**Personal Styles and Behaviours**

Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check

Tact and diplomacy in all interpersonal relationships

Personal commitment to excellence in service delivery

Desire to pursue own personal development and to undertake training as required.

Self motivation and personal drive to complete tasks to required time scales and quality standards

Discretion in dealing with confidential and sensitive issues

To carry out all duties with full regard to the City Council Equal Opportunities Policy