

CLAREMONT PRIMARY SCHOOL

JOB DESCRIPTION

Post: Lunchtime Organiser

Hours: 7.5 hours per week Term Time Only
Grade 1 Points 6-7

Main Purpose of Job:

To supervise all pupils in the Dining Rooms and Playgrounds, and elsewhere, as required by the Headteacher.

Duties and Responsibilities:

- To supervise pupils in the Dining Rooms, Classrooms, Corridors and Playgrounds during lunchtime.
- To communicate with all the pupils in their care.
- To ensure the well being, safety and appropriate behaviour of pupils at all times.
- To help create a calm atmosphere so that lunchtime is a well ordered and pleasant experience for all pupils and staff.
- To arrange for First Aid treatment by a qualified First Aider in the event of an accident to a pupil. Provide comfort and reassurance to the pupil.
- To report accidents and incidents to the Senior Lunchtime Organiser.
- Where the need arises, to attend to pupils' physical needs, such as hand washing, feeding and toileting.
- To assist with the Dining Room arrangements such as clearing away, as necessary.
- To carry out duties with full regard to the school's and the City Council's Equal Opportunity Policy.
- To follow school policies and procedures e.g. The Behaviour Policy