Lunchtime Organiser

Contract: 1 year contract. Temporary in the first instance
8.75 hours per week across 5 days - lunchtime hours
Term time only
Job Role: Grade 2 Lunchtime Organiser
Closing date: 10.12.26 - @10am
Shortlisting and Interviews dates in the week beg 14.12.26

St Anne's RC Primary School
Moss Bank, Crumpsall, Manchester, M8 5AB
Tel: 0161 740 5995
www.stannescrumpsall.co.uk
Headteacher: Miss L Wordsworth

The Governors & Headteacher of St Anne's are seeking a Lunchtime Organiser to support across the school from Nursery to Year Six.

We are looking for energetic, outdoor loving, committed and caring individual who are excited to contribute to our school's inclusive environment. The candidate would need to have had previous experience working in a school, demonstrating a strong interest of working with children.
The candidate would need to be able to carry out daily supervision both in the school building and the outside environment, ensuring safety and a strong understanding of a first aid background.







<u>The role will include the following duties:</u>

To help create an atmosphere so that the meal and lunchtime is a calm and safe experience for pupils and staff.
To provide high quality support over lunchtime, supporting healthy eating, a range of lunchtime clubs, outdoor and indoor play.
To support and attend to the physical and emotional needs of pupils.
To have a strong understanding of safeguarding pupils, following school procedures.
To carry out first aid and be aware of health care plans/ allergies.

Equal Opportunities

We are an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We are committed to ensuring equality across our school, and that all staff are treated fairly, in line with our school policies.

Safeguarding Information

The school is fully committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share the same commitment. We ensure that all our recruitment and selection practices reflect this commitment.
The above post will be subject to enhanced Disclosure and Barring Service (DBS) checks and a barred list check before appointment to the post. The DBS check will reveal both spent and unspent convictions, cautions and any other information held by local police that is considered relevant to the role. Any convictions listed on a DBS check will be considered on a case-by-case basis. Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks including receipt of two satisfactory references.

If you're interested in this position please see our school website for the application form (CES only, no CVs). Applications to be sent to c.stott@st-annes-jun.manchester.sch.uk

We also welcome all potential canduidates to visit and look around the school. You can arrange this by ringing the school office and asking for the School Businss Manager.