



- **Job Title:** Lunch Time Organiser (Fixed term temporary contract ending 31.8.2027 with possibility of extending)
- **Start date:** As soon as possible - subject to regulatory clearance and references
- **Salary Grade:** Grade 1 SCP 3 -£25,614 per annum which is the full time equivalent salary. A Pro rata calculation/reduction to reflect part time hours and also the term time only contract is applied.
- **Number of hours:**  
A total of 4.5 hours per week- Wednesday - Friday 1.5 hours per day. Flexibility may be required with the hours
- **Contract:** Temporary, on fixed term contract expiring 31.8.27. No inset days required

The leadership team at Bowker Vale Primary School would like to appoint a Lunchtime Organiser to join our dedicated, hardworking team. The successful candidates will work under the direction of the Senior Leaders and Teaching Assistants in charge of lunch time.

The applicant should have previous experience of working with children and be able to form good working relationships with both staff and pupils. Lunchtime Organisers duties involve looking after the welfare of children over the lunchtime period, in the hall and on the playgrounds. Good behaviour management skills and a willingness to participate in training are essential.

### Main Duties and Responsibilities

1. To communicate with the pupils in their care.
2. To supervise pupils in the dining area/s and elsewhere as required by the Headteacher.
3. To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
4. Taking pupils who have minor accidents or are unwell to a first aider, for first aid where necessary, and if first aid is not necessary, comforting and reassuring them.
5. To report more serious accidents to the Teaching Assistants in charge of lunch time.
6. Basic first aid where required (training provided).
7. To accompany sick or injured pupils home or to hospital, in a taxi or other transport provided.
8. 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.
9. To converse at ease and provide advice in accurate spoken English is essential for the post.

Bowker Vale Primary School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS is required. Please note that we follow the safer recruitment guidelines and undertake an online searches for all shortlisted candidates

### We can offer:

- a positive, friendly and supportive staff team
- enthusiastic and motivated children
- an inclusive school – judged 'Good' by OfSTED (Feb 2023)
- excellent relationships with our families and community
- training and support

At Bowker Vale we are fully committed to safeguarding and promoting the welfare of our children and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Please visit the website [www.bowkervale.manchester.sch.uk](http://www.bowkervale.manchester.sch.uk) to find out more about our school.

Application form, Job Description, and Personal Specification are available to download on our website.

*Visits to the school are encouraged and welcomed. Please contact the Office to make an appointment*

### **How to apply**

Complete the job application which can be found on our school website along with the Job Description & Person Specification. **(Please note CVs are not accepted)**.

Applications by email only to our Business Manager, Nicola Richardson at:

[recruitment@bowkervale.manchester.sch.uk](mailto:recruitment@bowkervale.manchester.sch.uk)

- **Closing Date: 12pm 28th September 2026**
- **If your application has been successful following shortlisting, you will then be contacted and invited to attend a formal interview.**