



Application Pack

LUNCHTIME ORGANISER

Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of a Lunchtime Organiser at St John Bosco RC Primary School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Lunchtime Organiser will contribute significantly to the individual journey of the school, and the CAT as a whole over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of St John Bosco RC Primary School are very much looking forward to recruiting a highly effective Lunchtime Organiser. The successfully appointed candidate will join the St John Bosco community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely



Catherine Anderson
Chair of Directors



Daniel Copley
CSEL/CEO





MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
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- To be of service to society

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune
with you.
Open our eyes, so we see the signs of your presence around
us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

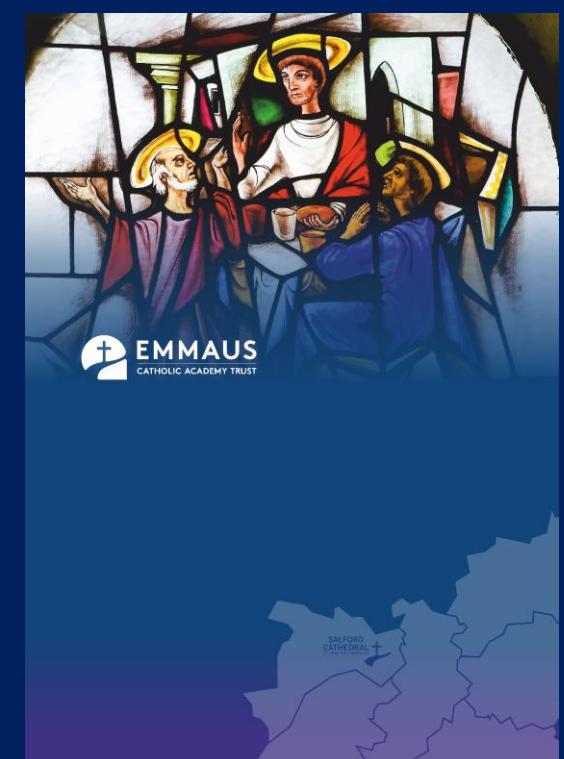
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to Serve Society.





St John Bosco RC Primary School
Hall Moss Road, Blackley, Manchester, M9 7AT
T: 0161 740 7094
E: contact@st-johnbosco.manchester.sch.uk

Thank you for your interest in St John Bosco RC Primary School, a vibrant community where faith and learning come together to inspire and nurture every child. We are privileged to be part of a school community dedicated to providing an excellent education rooted in the teachings of Christ and the traditions of the Catholic Church.

At St John Bosco, we believe that every child is a unique gift from God, and our mission is to help each student grow in wisdom, understanding, and grace. We strive to create a safe, inclusive, and supportive environment where academic excellence, spiritual development, and personal growth go hand in hand.

Our dedicated staff work to deliver a curriculum that challenges and engages our students, preparing them not only for academic success but also for a life of service, compassion, and leadership. We encourage our students to live out their faith daily, demonstrating respect, kindness, and integrity in all they do.

We are proud of the strong partnership we have with our parents and parish community. Together, we foster a spirit of collaboration and shared responsibility that helps each child reach their full potential.

May God bless you and your family.



LUNCHTIME ORGANISER

Salary: NJC Grade 2 (SCP 2)



The Emmaus Catholic Academy Trust and local governing body of St John Bosco RC Primary School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Lunchtime Organiser to join our friendly team.

Could this be you?

If it was you, you would:

- Help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
- Supervise pupils in the dining area/s and elsewhere, as required by the Headteacher.
- Provide first aid (including the completion of any relevant paperwork/records) for pupils who have minor accidents or are unwell, and if first aid is not necessary, comforting and reassuring them.

If so, we can offer you:

- A welcoming and friendly work environment
- Access to CPD and training opportunities

Contract/Hours of work:

- Fixed Term Contract ending July 2026
- 10 hours per week, 11.30am to 1.30pm
- Term Time Only plus INSET days

Salary:

- NJC Grade 2, SCP 2
- Actual salary £6,107 per annum

Location:

- St John Bosco RC Primary School, Hall Moss Road, Blackley, M9 7AT

Start Date:

- As soon as possible

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance. Evidence of ID for the successful candidate will be retained on file.

Closing date for applications: Noon on 04/02/2026

Interviews will take place week beginning 09/02/2026



LUNCHTIME ORGANISER

Job Description

The post holder will report directly to the School Business Manager.

Main purpose of the role:

- To help create an atmosphere so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

- To communicate effectively with the pupils in their care.
- To supervise pupils in the dining area/s and elsewhere, as required by the Headteacher.
- To help create an enhancing atmosphere, so that the meal and lunchtime recreation is a pleasant experience for pupils and staff.
- Providing first aid (including the completion of any relevant paperwork/records) for pupils who have minor accidents or are unwell, and if first aid is not necessary, comforting and reassuring them.
- To report more serious accidents / incidents to the Senior Lunchtime Organiser.
- Ensure children enter the dining hall in a quiet, orderly manner, are seated quickly and remain seated while eating.
- Encourage good table manners and correct use of cutlery.
- Maintain acceptable behaviour and noise levels.
- Monitor disposal of waste food and dirty crockery and cutlery.
- Wipe table and deal with spillages.
- Patrol playground, fences and gates – reporting any suspicious activities and/or children suspiciously entering and leaving the School grounds immediately to the duty teacher
- To assist at tables and to support pupil's food choices and development skills.

- When working outdoors, (or indoors wet play) encouraging pupil's positive and safe play;
- Promoting and encouraging positive relationships between children and adults;
- Ensure children enter the dining hall in a quiet, orderly manner, are seated quickly and remain seated while eating.
- Dealing with any inappropriate or unsafe behaviours or other issues, including minor accidents and/or injuries;
- Supervising and encouraging healthy eating;
- Enhancing wellbeing through positive communication.
- Working well in a busy environment and as part of a team.
- A willingness to promote and support pupil's physical activity at lunchtime, e.g. encouraging children to play games.
- A willingness to take part in training and support offered, including whole-school policy training, which may on occasion, fall outside of contracted hours.
- Be aware of medical requirements for pupils with additional Health needs or food allergies and be aware of where medication is stored.
- 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.
- Calmly deal with unacceptable behaviour, consistently and fairly according to agreed policies.
- Where applicable, ensure playground/classroom is tidy for the start of afternoon school.
- To converse at ease and provide advice in accurate spoken English is essential for the post.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
An understanding of managing the behaviour of groups of children.	E
Experience	
Recognised First Aid certificate.	D
Experience of supervising children.	D
Skills and Aptitudes	
Takes responsibility for own Health & Safety, ensuring immediate work environment is safe.	E
Self-motivation and personal drive to complete tasks to required time scales and quality standards.	E
Act to promote pupils' safety and well-being, establishing a safe and stimulating learning environment for all rooted in mutual respect.	E
Develop effective professional relationships with colleagues knowing how and when to draw on advice and specialist support.	E
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection.	E
Ability to develop good working relationships with staff, children and wider stakeholders.	E
Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues.	E
Receives direction and is able to follow instructions.	E
Communicates effectively with children and colleagues. An active listener.	E
Knows, understands and complies with procedures relating to information and Confidentiality.	E
Participates in team based decisions.	E
Know the local arrangements concerning the safeguarding of children and young people and how to use them.	D

Special Requirements	
Ability to read, write and understand English.	E
The flexibility to adapt to changing workload demands and new organisational challenges.	E
To contribute to the Catholic ethos of the school.	E
Be willing to consent to apply for an enhanced disclosure to a CRB (Criminal records Bureau) check.	E
Willingness to undergo minor first aid training.	E



EMMAUS Catholic Academy Trust

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CSEL/CEO - Daniel Copley

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X@EmmausCAT

Applications must be made using the CES application form, available from the school website.

Closing date: Noon on 4th February 2026

Interviews will take place: week beginning 9th February 2026

Please return completed application forms and supporting documents to contact@st-johnbosco.manchester.sch.uk

