

**INFORMATION FOR APPLICANTS:**

**Lunchtime Organiser**



# WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

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## ***We recruit people for attitude and train for skills***

We aim to recruit great people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason, we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

### **We aim to recruit staff who:**

- are excited by their role and by the prospect of working with young people;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and
- are not afraid to admit to seeing themselves as potential leaders of the future.

We know it's a cliché, but we really do want to recruit people who will make a difference. A high proportion of our children are disadvantaged and many speak to English as an additional language; they face barriers to learning. We are therefore looking for colleagues who are on a mission – the kind of people that make others smile because of their enthusiasm; the kind of people who will get satisfaction from seeing our children learn to do things that staff in other schools might take for granted. In return you will get a lot back from our young people - they are lovely – and you will be working for a trust that will take an active interest in your development.

Finally, I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post.

Andrew Cooper, Chief Executive



## **THE TRUST**

The Essa Foundation Academies Trust currently sponsors two academies:

- Essa Academy, age 11-16.
- Essa Primary School, age 4-11.

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with outstanding early years provision. Essa Academy was inspected in May 2018 and judged to require improvement. However, the academy has developed rapidly and was in the top 20% of schools nationally for progress in 2019.

### Essa Primary (October 2019)

'This is a happy and caring school. Pupils behave well. They listen attentively during lessons and they follow teachers' instructions carefully. No time is wasted in class.'

'Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.'

'Children get off to a flying start in Reception. Teachers in the early years have created classrooms brimming with exciting learning activities.'

Inspectors also praised the leadership of the Principal and her team who they said 'have worked tirelessly to develop the school.'

### Essa Academy (May 2018)

'The new Principal has provided highly effective leadership...he is very ambitious on behalf of his pupils.'

'The Principal has the full support of his senior leaders, who are equally uncompromising in their desire for pupils to have the best possible life chances.'

'Pupils are typically welcoming, polite and well-mannered.' They 'confidently shared with inspectors their understanding, appreciation and celebration of British values. Pupils respect differences and value diversity.'

Pupils also told inspectors that they feel safe and the school is 'a happy place to grow up in.'

## **VISION & VALUES – All Will Succeed**

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Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

### **Developing decent people:**

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

**Achieving full potential, no excuses:**

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

**Discipline and standards:**

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

**Great Schools for all:**

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

**Big on attitude:**

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

**Strength in sharing:**

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success. What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.

## **Essa Foundation Academies Trust**

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The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website [www.efatrust.org](http://www.efatrust.org)

**Essa Primary School**

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever changing society and wider world.



### **Essa Academy**

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.



### **EFAT Support Services**

We provide administrative and business support such as HR and Finance Support throughout the trust.

### **Essa Education Ltd**

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more.

Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.

Essa Education Ltd is a wholly owned subsidiary of Essa Foundation Academies Trust.

We are currently recruiting for Lunchtime Organisers to work at Essa Primary. Lunchtime Organisers supervise our children during lunchtime, both in the dining hall and on the playground, ensuring that they are provided with fun activities and are kept safe at all times.

We have both permanent and casual roles available, permanent roles work 1 hour per day, between the hours of 11.30am and 1.00pm Monday to Friday, during term time plus 2 inset days (which normally occur at the start of each school year where you will attend training).

Casual roles are also available and these require people to work on an 'as and when' basis in order to cover absences.

We are looking for people who are kind and caring, are able to use their initiative and ensure that children are kept safe at all times.

All roles are paid at £9.81 per hour.

We welcome applications for all roles from parents, carers and relatives of children at EFAT

## RECRUITMENT TIMETABLE

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Thursday 15 <sup>th</sup> April 2021	Advertisement appears
Thursday 29 <sup>th</sup> April 2021	Closing date for applications (by 07:00am)
Friday 30 <sup>th</sup> April 2021	Final shortlisting and contact with candidates References will be requested at this stage
Week Commencing 3 <sup>rd</sup> May 2021	Interviews



# A DAY IN THE LIFE OF A LUNCHTIME ORGANISER

Hello, I am a Lunchtime Organiser at Essa Primary. I really enjoy my job and no two days are the same! The Lunchtime team are great- some of the team have children at Essa Primary and Essa Academy, whereas some don't. Some of the Lunchtime Organisers also work as Cleaners later in the day. It's a really nice mix of people from the local community. To give you an idea of what our job involves, here is an outline of my shift today:

I arrive at work at **11.50am**, just in time to hang up my coat and put on my pinafore, before starting my shift at **11.55am**. I go into the hall and my colleagues have already set out the Children's tables and chairs. I have a catch up with the Senior Lunchtime<sup>[11]</sup><sub>SEP</sub> Organiser about anything specific I need to know about today before going to collect my class.

At **12.00pm**, I collect my class. Every class is allocated a Lunchtime Organiser, who will look after them during lunchtime and my class is Year 1. It is great as I am able to get to know the children individually. After escorting my class to the dinner hall, I help the children to collect their trays, making sure they wait quietly to be served.

I encourage the children to be independent and use their knife and fork to cut their food. I also encourage the children to try new foods that they are not sure of and clear away their plates nicely when they have finished.



At **12.20pm**, it is time to take the children out onto the playground. I start a game of 'duck, duck, goose!' with a small group of children and before I know it, lots more have joined in! Some children love to play organised games, whilst others prefer to play with their friends.

At **12.35pm**, a child falls and grazes their knee. They are a little upset so I take them inside, clean their cut and re-as- sure them. I make sure that I write this in the accident book, so there is a record that I have given first aid to the child.

Soon after arriving back out on the playground, it is time to ask the children to line up to go back inside. Some of the children are having so much fun playing, that they don't want to go in, but they soon line up when they see that a sticker is on offer!

At **12.45pm**, I lead my class back to their classroom, encouraging them to walk sensibly and hang their coats up on the way.

I then go into the dinner hall and help my colleagues to clean up and put the tables away, before leaving for the day at **12.55pm**.

## JOB DESCRIPTION

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**Post:** Lunchtime Organiser

**Department:** Essa Primary

**Responsible to:** Senior Lunchtime Organiser

**Terms:** Term Time plus 2 days- permanent and casual roles available

**Hours:** Up to 5 per week

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**Safeguarding** Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### Main duties

The supervision of children throughout the mid-day break. This includes all children on the school premises except those engaged in activities supervised by a teacher. Setting up of and cleaning of the dining room and, if necessary, serving hot food.

Duties will be allocated by the Senior Lunchtime Organiser or Principal but will include the following:

- Supervision of all areas both inside and outside during lunchtime.
- Serving of pre-prepared hot food to children in the dining room.
- Ensuring that all pupils return to the classroom at the end of lunchtime.
- Leaving the dining room in a tidy condition at the end of lunchtime, including sweeping the floor, wiping tables, emptying and wiping bins.
- Setting out of the tables in the dining room before lunchtime and storing them after lunchtime.
- Any other appropriate duties commensurate with the grade of the post which may be required from time to time.

### Customer Care

- To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of it's people as a resource.

### Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

### Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.



## Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
  - All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
  - All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
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  - All staff will ensure that they are aware of and work within the requirements of all Every Child Matters policies, seeking clarity from a member of Senior Leadership if necessary.
  - All staff are expected to uphold all Personnel related policies.

This job description is subject to change.

Employee name.....

Signed.....

Date.....

## **PERSON SPECIFICATION Lunchtime Organiser**

Candidates will be assessed on the following:

### **QUALIFICATIONS**

No qualifications are required for this role, however GCSE Maths and English at grade A\*-C is desirable.

### **EXPERIENCE, KNOWLEDGE AND UNDERSTANDING**

We are looking for individuals with some prior experience of working with and/or caring for children. Whilst experience of working within an educational setting is not essential, this would enhance your application.

### **SKILLS AND ABILITIES**

We are looking for kind and caring individuals with the ability to work effectively as part of a team. In addition, we are looking for:

- Willing to participate in relevant training and development opportunities
- Willing to undertake a First Aid qualification
- Good personal numeracy and literacy skills

### **ATTITUDES AND APPROACHES**

- Ability to promote a positive ethos and role model positive attributes
  - Sensitive to the needs of others
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## **HOW TO APPLY**

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies page of our website at [www.efatrust.org/as-a-staff-member](http://www.efatrust.org/as-a-staff-member)

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to Mrs Joanna Atherton, Principal, Essa Academy, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: [hr@efatrust.org](mailto:hr@efatrust.org)**