

Manchester Muslim Preparatory School

Post:	Lunchtime Organiser
Status:	5 days (7.5 hrs weekly, term time)
Starting:	As possible
Salary:	£8.00 per hour
Closing date applications:	7 th December 2018

Manchester Muslim Preparatory school is looking to appoint a 'Lunchtime Organiser' to manage the pupils and ensure that adequate provision is made daily for the supervision of the meals and playtime during lunchtimes.

Experience of working with children in a primary school is an advantage. The candidate must have good communication and management skills and have a good command of spoken English. The candidate must also be aware of safeguarding children and child protection procedures and understand the importance of adhering to health and safety procedures.

Duties will include: overseeing the supervision of children during lunchtime, management of the dining hall, preparation and clearing of lunch areas and liaising with the class teachers when necessary.

This is an opportunity to join a thriving school and share our vision for success.

The successful candidates are expected to respect the faith ethos of the school and contribute to the enrichment and extra-curricular activities programme, when necessary.

Please see the vacancies page on our website <http://www.muslimprepschool.org.uk/> for further information including a full job description and application form.

Email your completed applications and/or enquiries to:

Headteacher's PA Yasmeen Khan pa@manchestermuslimprepschool.co.uk 0161 445 5452

Safeguarding Recruitment Statement:

Manchester Muslim Preparatory School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This appointment is subject to the satisfactory completion of all pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, & Secretary of State Prohibition Order check.