



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life



**Watergrove
Trust**
Providing more

Lunchtime Organiser

Closing Date: Sunday 27th September 2026 at 11.59pm

Interview Date Friday 2nd October 2026



**Watergrove
Trust**

Matthew Moss High School, Marland, Rochdale, OL11 3LU
admin@mmhs.co.uk / 01706 632910 / mmhs.co.uk



Welcome to Matthew Moss High School

Thank you for your interest in the post of Lunchtime Organiser at Matthew Moss High School. In this pack, you will find information about our school ethos and CPD opportunities.

Matthew Moss High School is an inclusive school where respect is a shared practice. We invite our learners into the "adult space," fostering a culture of mutual trust and belonging. Here, students are not just recipients of information but partners in their own growth, accessing the full range of subjects and learning opportunities within a community that values their voice.

Matthew Moss High School is an inclusive school, where all members of our community are treated with respect. We invite our learners into the adult space where they have access to the full range of subjects and learning opportunities.

We are proud of our diverse and cohesive community, where relationships are at the heart of school. In our latest Ofsted report (April 2024) Inspectors noted that: *"Pupils at Matthew Moss High School feel safe and happy"*. The report also highlighted that: *"Pupils build strong relationships with staff, and they have adults who they can speak to in school if they have any worries"*, and that *"Staff feel well supported with their workload and well-being"*.

Matthew Moss High School is located in the Castleton area of Rochdale. Matthew Moss High School is a "Good" school (Ofsted 2024) and is over-subscribed. There are 1220 learners on roll, including a Hearing Impaired Base and more recently, a partnership with Redwood School. Redwood School caters for young people aged 11-19 who have additional needs.

At Matthew Moss High School we believe in three things:

- Respect everyone and fear no-one;
- Everything starts with the learner;
- Thoughtful hard work shifts anything.

At the centre of our curriculum and pastoral care is our CHANGE ethos.

Composure

High Standards

Agency

Numeracy and Literacy

Growth Mindset

Empathy

In Year 7, learners receive a dedicated CHANGE curriculum, which instils the values and ethos to which school would like staff and learners to aspire to. Moving forward, we are working to embed CHANGE throughout the life of school, so that learners are able to 'Engage CHANGE' and be active citizens in the world around them.

Matthew Moss High School is part of the Watergrove Trust and the successful candidate will enjoy exceptional self-development. All staff currently receive an individual CPD programme and new staff receive training in Transactional Analysis, which forms the basis of our Behaviour and Relationship Policy. If you are new to the profession you will receive excellent support from your Induction and Trainee mentor through our Early Careers Framework offer. All staff new to school will receive excellent induction and access to our wider CPD programme, to allow you to develop as an outstanding practitioner, with a range of future opportunities available within our growing school and Trust.

At Matthew Moss High School, every member of our community has the opportunity to flourish.

If you have any further questions or would like to visit school please contact our Human Resources Team at: hr@mmhs.co.uk.

I look forward to meeting you,

A handwritten signature in black ink, appearing to be 'CLR' or similar, written in a cursive style.

Ms Charlotte Leach-Rogers
Headteacher



**Watergrove
Trust**
Providing more

1st Floor Suite, Blue Pit Mill, Queensway,
Rochdale, OL11 2YW

Phone 01706 436350

Email info@watergrovetrust.co.uk

Website watergrovetrust.co.uk



Organisation:	Watergrove Trust
Section:	Lunchtime Organisers
Location:	Matthew Moss High School
Job Title:	Lunchtime Organiser
Hours:	6.25 hrs, Term Time Only
Grade:	Grade 2 (Point 3-4) FTE £25,615 - 26,017 Actual £3,735 - £3,794
Accountable to:	Headteacher, Business Manager, Head of Production
Accountable for:	N/A
Special Conditions of Service:	All posts require enhanced DBS clearance prior to appointment. • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • Annual Leave - Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. • From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting out of hours school events as and when required or staff training days.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

To undertake the supervision, security, welfare and good conduct of pupils during the lunchtime period.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Teaching Staff
Associate Staff
Students
Parents
Visitors
Contractors
Governors /Trustees

Organisational Chart

Headteacher
Business Manager
Head of Production
Lunchtime Organiser

Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge

- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
 - Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

- To undertake the supervision, security, welfare and good conduct of pupils during the mid-day break, enforcing the expected standards of school discipline.
- To oversee the dining arrangements, including the hygiene of pupils and the dining area. This will include cleaning spillages, insisting on modelling good table manners.
- To attend to minor First Aid needs of children in accordance with school policy. This may include recording minor accidents and ensuring the relevant staff are informed and ensuring that more serious accidents are brought to the attention of the First Aider.
- To assist staff in the setting up and closing down of the dining area.
- General cleaning duties eg sweeping, mopping of floors, wiping tables and trays, etc
- To liaise closely with Business Manager and class teachers on the welfare and discipline of pupils.
- To respect the confidentiality of sensitive information from pupils and staff.

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the

Academy & Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.

3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.

4. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.

5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.

6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.

7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.

8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, eg operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.

11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

12. Support the Academy & the Trust in meeting our legal requirements for worship.

13. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description prepared by: ____Charlotte Longthorne____ Date: __09/09/2026__

Agreed by Postholder: _____ Date: _____

Watergrove Trust Person Specification

Organisation :	Watergrove Trust	Post:	Lunchtime Organiser
Section :	Lunchtime Organisers	Grade:	Grade 2 point 3-4

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Skills and Experience		
Experience of working with &/or caring for children between 11-16	E	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I

Ability to work effectively within a team environment, understanding roles and responsibilities	E	AF, I
Ability to build effective working relationships with all pupils and colleagues	E	AF, I
Ability to communicate effectively	E	AF, I
Ability to engage with pupils in dining room	E	AF, I
Ability to complete simple records of incidents/accidents	E	AF, I
Special Working Conditions		
Enhanced DBS clearance	E	AF, I
Lifting and carrying equipment as required	E	AF, I