



St Richard's RC Primary School, Longsight



Required from 8th June 2026

Lunchtime Organiser

(7.5 hours per week, term time only, permanent)

We are looking for an enthusiastic and energetic lunchtime organiser to join our team on a permanent basis. St Richard's is a joyful, well-organised and highly achieving school with amazing children. Our school is committed to providing an excellent environment for all pupils, staff, parents and governors. The successful applicant will be working as part of a team of lunchtime staff under the direction of the Senior Lunchtime Organiser.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Our recruitment and selection processes reflect this. The successful candidate will be subject to appropriate checks with previous employers, an enhanced DBS clearance and other relevant checks.

Post details: Lunchtime Organiser
Salary: Grade 1, Scale Point 3 £4,453 p.a. pro-rata salary (2026 pay award pending)
Pattern of work: 7.5 hours per week, term time only, 38 weeks p.a. Term time working pattern: 11.45am to 1.15pm Monday to Friday. Holidays must not be taken during term time.
Closing date: 12noon on Tuesday 21 st April 2026
Shortlisting: Tuesday 28 th April 2026 You will be contacted by telephone if you are shortlisted
Interviews: Thursday 7 th May 2026
Start date: Monday 8 th June 2026

Application forms are available from the school office, on the vacancies section on the school website or by e-mail to vacancies@st-richards.manchester.sch.uk Completed applications should be emailed to the same address before the closing date.

Only applications submitted on the correct CES application form will be considered for shortlisting. CVs will not be accepted.