

## School Meals Supervisory Assistant

(SMSA)

Wath Victoria Primary School

### Job Description

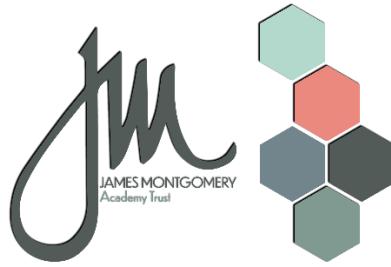
<b>Post:</b>	School Meals Supervisory Assistant (SMSA) Fixed-term until 31/08/2025
<b>Hours:</b>	Monday to Friday 11.45am to 1pm, term-time only plus 2 inset days
<b>Responsible to:</b>	Headteacher / JMAT
<b>School:</b>	Wath Victoria Primary School
<b>Salary:</b>	Band C (£13.05 per hour)
<b>Liaising with:</b>	All school stakeholders
<b>Start date:</b>	ASAP
<b>General Duties</b>	
	<p>Main Purpose:</p> <ul style="list-style-type: none"> <li>• To supervise children during lunchtime, caring for their health, safety and well-being in the dining hall, playground and classroom.</li> </ul> <p>The main duties:</p> <ul style="list-style-type: none"> <li>• Supervise children in the dining hall, playground areas and classrooms, except those engaged in activities supervised by a teacher.</li> <li>• Lead positive playground games and activities.</li> <li>• Be aware of any relevant allergy needs of children.</li> <li>• Maintain good order, discipline and noise levels of children.</li> <li>• To organise and assist in queuing, washing of hands, choosing and carrying of food.</li> </ul>

- To carry out a range of ancillary duties, for example, clean up spillages, ensure tables are clean etc.
- Supervise use of cutlery and good table manners.
- Assist with disposal of food and used cutlery.
- Deal with minor problems and report any unsatisfactory behaviour, incidents or concerns to the appropriate class teacher.
- Encourage and reward children for good behaviour during lunchtime.
- Be familiar with the schools Safeguarding and Child Protection Policy and comply with its requirements to safeguard and protect the welfare of children.
- Participate in training as required.
- Maintain confidentiality at all times.

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

**The post holder must always comply with the school's code of conduct.**



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### Wath Victoria Primary School

#### Person Specification

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will make the education and welfare of children their first concern and will be accountable for achieving the highest possible standards in work and conduct.

EDUCATION AND QUALIFICATIONS			
	Essential	Desirable	Source
No specific educational qualifications are required			
Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons.	✓		A, I

SKILLS AND EXPERIENCE			
	Essential	Desirable	Source
Supervision of children.		✓	A, I, R
Work as a midday supervisory assistant.		✓	A, I, R
Effective behaviour management.	✓		A, I, R
Effective communication skills	✓		A, I, R
Be able to work independently and also be part of a team.	✓		A, I, R
Ability to relate well to children and adults.	✓		A, I, R
Ability to promote and encourage positive play.	✓		A, I, R

KNOWLEDGE		Essential	Desirable	Source
				A- application I - interview R - references
Knowledge of safeguarding and child protection.		✓		A, I
Knowledge of food allergies.		✓		A, I
Knowledge of basic first aid.		✓		A, I
Knowledge of food hygiene.		✓		A, I

PERSONAL ATTRIBUTES		Essential	Desirable	Source
				A- application I - interview R - references
Ability to able to use own initiative.		✓		A, I, R
Able to demonstrate and model the values of the school.		✓		A, I, R
Clean and smart appearance.		✓		I
Calm manner.		✓		I, R
Kind, caring and patient.		✓		I, R
Positive approach and attitude.		✓		I, R
An understanding and ability to maintain confidentiality on all school related matters.		✓		I, R

### Additional Essential Criteria

- Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment.
- Fully supportive references.
- Full enhanced DBS clearance.