



LARMENIER & SACRED HEART CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION: School Meals Supervisory Assistant GRADE: Scale 2

CONTRACT: Part time – 5 hours per week (Monday – Friday, 11:45am to 12:45pm) Term time only (39 weeks)

MAIN PURPOSE OF THE JOB

- To assist with the set-up, serving, and clear up of school meals whilst supervising Nursery aged pupils during the lunch period; in the Nursery setting, playground areas and throughout the school premises.
- To ensure their health and safety, physical and mental welfare and to maintain good order and discipline under the direction of the appropriate person as identified by the school.

DESCRIPTION OF DUTIES

LUNCHTIME DUTIES

- To ensure that children have visited the toilet and washed their hands before lunch.
- To organise the children's seating arrangements, table placements and to assist with the serving of food.
- To create a calm and friendly lunch time atmosphere.
- To model good social skills and encourage the use of good table manners.
- To engage with Nursery children, encouraging them to eat a range of foods and use their cutlery appropriately.
- To encourage and assist children to eat their lunch and provide any specific attention that certain children may require in relation to special dietary needs, physical needs or disabilities.
- To clean up food spillages as required and deal immediately to spillages which are hazardous to children/staff.
- To deal with body spillages in accordance with the school's health and safety procedures and to support pupils appropriately, e.g. providing clean clothing, seeking medical assistance from named First Aider.
- To have shared responsibility with other School Meals Supervisory Assistants (SMSAs) and/or teachers and/or Early Years Educator for the maintenance of order and discipline during the lunchtime period.
- To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance).

PLAYGROUND DUTIES

- To ensure children are adequately dressed for the weather conditions, when going into the playground.
- To direct children to playground and supervise their activities. To monitor the behaviour of children ensuring their safety and wellbeing, being aware of changes in friendships and providing emotional support where necessary.
- To lead on playground games and activities, encouraging socialising and play.
- To discourage any dangerous activities. To deal with any behaviour issues that may occur using own judgement (to intervene or call for assistance).





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OTHER DUTIES

- To supervise and manage pupils and their movement through corridors, when they are not allowed outside in bad weather, or otherwise directed.
- To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
- To be a strong, positive role model for the children and other staff.
- To undertake broadly similar duties commensurate with the level of the post.
- To adhere to all the school's policies, e.g. procedures on child protection and health & safety.
- To be aware of the cultural differences of pupils and of the school's policies on equal opportunities, especially with regard to racism and sexism. To deal with any incidents of racism and sexism in accordance with the school policy.
- Actively participate in any appropriate training as required.

