



## School Meals Supervisory Assistant Job Description & Person Specification



<b>Reports to</b>	Operations Manager
<b>Job Grade</b>	Scale 2
<b>Hours</b>	1.5 hours per day / 7.5 hours per week, term time only Monday to Friday with flexibility between the hours of 11.30am and 2pm.
<b>Job Purpose</b>	<p>To be an active part of the SMSA Team, providing a Lunch Supervision Service to the pupils of Hillingdon Primary School.</p> <p>Ensure the pupils are adequately assisted and accommodated in a clean, pleasant environment during their lunch break, whilst maintaining good order and discipline in line with the school policies.</p>
<b>Line Management</b>	N/A
<b>Key Responsibilities:</b>	
<b>General</b>	<ul style="list-style-type: none"> <li>a) All staff are expected to contribute to the safeguarding of all children in line with the school policies and procedures.</li> <li>b) All staff are required to promote, monitor and maintain the Health and Safety and security of children and colleagues as well as all visitors to the school.</li> <li>c) Other responsibilities may include, but are not limited to the following detailed below.</li> </ul>
<b>Preparing for Lunch Service</b>	<ul style="list-style-type: none"> <li>a) Lay out the tables for lunch service</li> <li>b) Ensure the dining room floor is clean and safe</li> <li>c) Fill jugs with fresh drinking water</li> </ul>
<b>Lunch Service</b>	<ul style="list-style-type: none"> <li>a) To control the entry of pupils to the dining hall</li> <li>b) Ensure that behaviour is consistent with the school's behaviour policy</li> <li>c) Be aware and vigilant of pupils' allergies.</li> <li>d) Monitor children's food intake and inform staff where there is an ongoing concern</li> <li>e) Encourage healthy eating and good table manners.</li> <li>f) Talk to pupils kindly, but firmly if required, always showing respect</li> <li>g) Assist pupils who need help with their lunch, including packed lunches.</li> <li>h) Demonstrate the correct use of cutlery</li> <li>i) Assist pupils to comply with the dining room rules to ensure a safe and pleasant eating environment for all pupils.</li> <li>j) Assist pupils in the clearing area</li> <li>k) Wipe dining tables in between use</li> <li>l) Sweep floors where required in between use</li> </ul>

	m) Deal with any spillages in a timely manner to ensure safety.
<b>After Lunch Service</b>	a) School hall: clean dining tables and seats, fold and store in table storage area. b) Classrooms: ensure lunch boxes are returned to the correct storage place and that tables / floors are clear of food debris, ready for afternoon lessons. c) At all times comply with food hygiene and health and safety regulations d) Carry out any other tasks commensurate with the level of responsibility and scope of the role as may be decided by the Operations Manager.
<b>Playground Duties</b>	a) Ensure that pupils are never left unsupervised. b) Take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others. c) Supervise, support and assist the children while they are playing on the playground, field or in their classrooms (if raining). d) Support pupils to resolve friendship issues and deal with minor incidents of poor behaviour. Refer serious incidents / concerns to the Senior Leadership Team / Pastoral Care Manager. e) First aid trained SMSAs are required to treat minor injuries e.g. small cuts and grazes. f) Report more serious injuries to the Attendance and Welfare Officer. g) In the event of sickness, refer the pupil to the Attendance and Welfare Officer and cover the affected area.
<b>Professional Development</b>	a) Be willing to undertake training and professional development in order to provide the most effective lunchtime support to the school, including safeguarding, allergy awareness, hygiene awareness and paediatric first aid training.
<b>General Duties Relevant to All Members of Staff</b>	a) Be familiar with and support the Trust's Vision, Values and Goals; b) Share The Elliot Foundation's commitment to safeguarding and promoting the welfare of children and young people: follow local Safeguarding procedures by acting on any safeguarding issues and immediately informing the DSL in order to meet the required standards of the role.; c) Be aware of and comply with relevant policies and procedures, including those relating to health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person; d) Embrace and celebrate diversity, ensuring equal opportunities for all; e) Contribute to the overall aims of the Trust; f) Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students; and g) Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

**Notes:**

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the school. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

## Person Specification

Essential	Desirable
<b>1. Qualifications</b>	
<ul style="list-style-type: none"> <li>As a minimum, functional skills in Mathematics and English</li> </ul>	<ul style="list-style-type: none"> <li>Paediatric first aid trained</li> <li>Food hygiene level 2</li> <li>Safeguarding Level 1</li> <li>Manual Handling Training</li> </ul>
<b>2. Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>Good standard of spoken and written English for effective communication with staff and children.</li> <li>Ability to work as part of a team and be able to form good relationships with other colleagues to ensure effective lunchtime supervision</li> <li>Ability to form good relationships with the children</li> <li>Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.</li> <li>Ability to take charge of groups of children setting and maintaining acceptable behavioural standards</li> <li>Ability to deal with inappropriate behaviour in a calm and non-judgemental way, following school guidance</li> <li>Ability to be able to put into practice school based training in a variety of areas including manual handling</li> <li>Ability to engage the children in play being aware of pupil age and those with additional needs.</li> <li>Ability to be able to ensure the health and safety of all pupils at all times and follow the process for reporting incidents</li> <li>Ability to be able to deal fairly and consistently when dealing with the children</li> <li>Ability to adhere to and implement relevant school policies</li> </ul>	<ul style="list-style-type: none"> <li>Allergy awareness</li> <li>Understanding of special educational needs and disabilities.</li> </ul>
<b>3. Experience</b>	
	<p>Previous experience as an SMSA</p> <p>Previous experience with working with children</p> <p>Previous experience of working with / supporting children with additional needs.</p>
<b>4. Personal Qualities / Competencies</b>	
<ul style="list-style-type: none"> <li>Ability to stay calm and be patient.</li> <li>Good communication skills</li> </ul>	Good interpersonal skills

• A cheerful disposition	
<b>5. Professional Development</b>	
Willingness to undertake any training in relation to the post.	