|  |  |
| --- | --- |
| **Post Title:** | **School Meals Supervisory Assistant (SMSA)** |
| **Place of Employment:** | **Waverley Junior Academy**  Aston Community Education Trust |
| **Hours of Work:** | **5 hours per week (lunchtimes, Monday to Friday) ,** term time only  *Term time includes working 2 out of 5 INSET days each academic year as directed, with availability to work any or all of the remaining 3 INSET days at short notice should the need arise.* |
| **Salary:** | **Band B** point 3 **£2,434 per annum**  (£10.78 per hour)  (based on a full time salary of £20,812)  *The salary will increase by an equivalent of 5 days of pay if the appointee has 5 years or more continuous service with the Local Authority.* |
| **Appointment:** | **Permanent x 2 Posts** |
| **Closing Date:** | **9.00am on 5th December 2022** |

Waverley Junior Academy is a brand new academy at the heart of the Waverley community, which opened in September 2020. We are committed to making a real difference to the lives of our young people and will provide outstanding learning and enrichment opportunities for them throughout their time with us. To be able to achieve this, we need to have a team of dedicated and outstanding staff, who will contribute to our exceptional learning community.

We are seeking to appoint a reliable and enthusiastic School Meals Supervisory Assistant (SMSA), who will supervise our children over their lunchbreaks and play time. This will involve supervising pupils in the dinner hall, as well as other indoor and outdoor areas including supervising pupils’ behaviour and leading playground games.

The successful applicant will enjoy working with children, and will use their initiative and creativity to promote imaginative games and use of playground equipment, modelling and encouraging ways of playing that will motivate pupils to develop their own play skills and games challenges. You will demonstrate consistently high expectations of behaviour, and will work closely with a team of colleagues to ensure the safety and wellbeing of our children.

The role is based at Waverley Junior Academy but may, on occasion, involve working at other academies within the trust.

**Application Details**

Candidates considering this post should complete an ACET Application Form. Please visit the vacancies section of our website: [www.waverleyjunioracademy.org](http://www.waverleyjunioracademy.org). Completed applications should be returned by email to [vacancies@astoncetrust.org](mailto:vacancies@astoncetrust.org) . CVs / letters will not be accepted.

**Safeguarding**

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

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the ‘policy’ section of our academy websites.

***It is an offence to seek employment in regulated activity if you are barred from working with children.*** This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. Additional checks in relation to the Childcare Disqualification Regulations will be undertaken for successful candidates to junior academies. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

**Equality**

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.

*Please note if you have not received a reply within three weeks, your application has been unsuccessful.*