



Gifford Primary School

Be Strong, Be Kind, Be Proud

SMSA RECRUITMENT PACK



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**"TEACHING IS
CONSISTENTLY
GOOD WITH
MANY EXAMPLES OF
OUTSTANDING
PRACTICE."
OFSTED**

- Required as soon as possible
- Salary: Grade 2, Point 3-4 £4625.00 - £4700.00 p.a.
- 7.5 hours per week (11.45am – 1.15pm Monday - Friday)
- term time only (39 weeks)
- Closing date: 9.00am 11th October 2023
- Interview date: Thursday 12th October & Friday 13th October 2023

Welcome



HEADTEACHERS MESSAGE

Dear Applicant,

Thank you for showing an interest in the position of School Meals Supervisory Assistant (SMSA) at Gifford Primary School. Gifford Primary School is a popular four-form entry school.

We are seeking to appoint an ambitious, innovative and hardworking SMSA (lunchtime staff) to join our team. In this role, you will work closely with the senior SMSA's to provide adequate supervision at lunch times.

As a school, we pride ourselves on providing a learning environment and a rich variety of opportunities for our children so that every one of them may be helped to reach their full potential and make the most of their talents.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email HR@gifford.ealing.sch.uk. If you are unable to visit, please arrange a virtual call. We look forward to hearing from you.

Yours faithfully,

Sarah Wilson
Headteacher

Our Vision

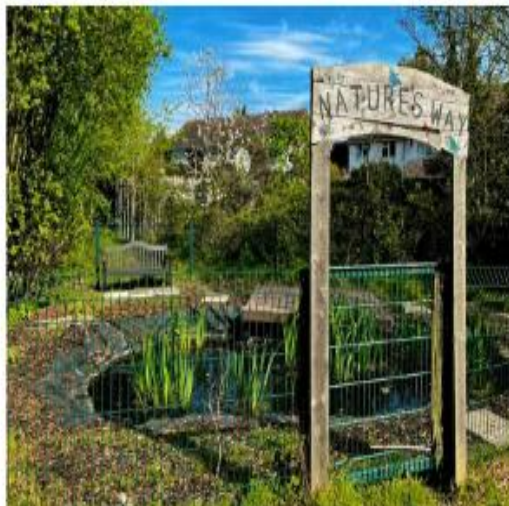
Are you:

- Someone who cares about children?
- Continually looking for ways to improve your own practice?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

Then get in touch!

In return, we can offer the successful candidate:

- Enthusiastic and motivated children
- Extensive support mechanisms and continued tailored professional development
- A personalised induction program
- An active wellbeing team
- A state of the art building with onsite parking
- Opportunities to work collaboratively with other schools



Person Specification

Qualification and training

Essential Desirable

1.1	GCSE or equivalent qualifications in English and Maths.		✓
1.2	Experience of managing multiple priorities.	✓	
1.3	Experience Working in a School.	✓	✓

Professional knowledge, understanding, skills and attributes

Essential Desirable

2.1	Strong communication and interpersonal skills.	✓	
2.2	Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.	✓	
2.3	Appropriate knowledge of first aid.		✓
2.4	To be able to form good relationships with the children.	✓	
2.5	Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.	✓	
2.6	To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.	✓	
2.7	To be able to engage the children in play.	✓	
2.8	Ability to relate well to children.	✓	
2.9	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.	✓	
2.10	To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.	✓	
2.11	To be responsible for promoting and safeguarding the welfare of children and young people within the schools.	✓	
2.12	Ability to stay calm and be patient and understanding when dealing with the children.		✓
2.13	To be able to deal fairly and consistently when dealing with the children.	✓	
2.14	Ability to adhere to and implement the Council's Equal Opportunities Policy.	✓	

Commitment

Essential Desirable

3.1	Demonstrate a commitment to safeguarding and child protection.	✓	
3.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
3.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
3.4	Promoting the school's vision and ethos.	✓	
3.5	Willingness to have an enhanced DBS check.	✓	



JOB DESCRIPTION

Purpose:

- To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Responsibilities:

- To supervise the children at all times during lunchtime on the school premises.
- Ensure that the children are behaving appropriately in line with the schools behaviour policy at all times including the dining room, playground and during wet lunch times.
- To engage with the children and ensure they are active in purposeful and co-operative behaviour throughout the lunchtime period.
- In the event of any spillage inform the appropriate person and take necessary action immediately to avoid possible accidents.
- To follow the schools policy and procedures on child protection.
- To take reasonable precautions whilst in charge of the children to ensure they do nothing that is likely to injure themselves or others.
- In the event of any injuries or sickness making sure they are dealt with accordingly and in line with school's policy.
- To engage with the children and ensure that they are active in purposeful, positive and co-operative behaviour throughout the lunchtime period.
- To challenge and report any stranger on site.
- Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.
- Keep the appropriate person informed of any information that relates to a child's health and safety.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
- To undertake broadly similar duties commensurate with the level of the post.
- Actively participate in any appropriate training when required.
- Attend training to keep up to date with best practice and support continuous professional development, where relevant.
- Be involved in the setting up and preparation of food.
- Be responsible for the record keeping and paperwork required in the daily running of the Brekafast.
- Liaise closely with other members of the team.

Behaviour and Safety:

- Be responsible for the safety of all pupils participating in the activities and programmes
- Maintain good relationships with pupils, exercising appropriate authority
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team Working and Collaboration:

- Participate in any relevant meetings/professional development opportunities at the school
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Cover for absent colleagues

Fulfil Wider Professional Responsibilities:

- Work collaboratively with others to develop effective professional relationships
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Please refer to the job vacancy page on our school website for the Privacy Notice for job applicants.