

Person Specification		
School Meals Supervisory Assistant (SMSA)		
Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working alongside people as part of a team • An understanding that the needs and safety of the children and staff are of prime concern • Work effectively both independently and as part of a team 	<ul style="list-style-type: none"> • Experience of working with pupils of a similar age to those in a primary school
Qualifications	<ul style="list-style-type: none"> • Have worked in an environment using similar skills 	<ul style="list-style-type: none"> • Relevant qualification or training in First Aid
Skills and Abilities	<ul style="list-style-type: none"> • Enjoy working with children • Excellent communication skills • Ability to speak English fluently • Good organisational skills • Ability to work in a small team or to have initiative when working as an individual. • Commitment to the security and wellbeing of pupils in the school • A willingness to undertake as necessary training in all aspects of the job • Be able to keep calm and respond quickly to situations • Be responsible and able to command respect. 	
Personal qualities and attitudes	<ul style="list-style-type: none"> • Enthusiasm • Flexibility • To be a proactive member of the school community • Hard-working • Common sense and initiative • Ability and commitment to contribute fully to the tasks in school • To uphold the ethos of our school • Willing and able to become involved in the full life of the school 	<ul style="list-style-type: none"> • An interest in professional self-development • A willingness to contribute to the wider life of the school • Sense of humour
Physical requirements	<ul style="list-style-type: none"> • To be fit to handle heavy pieces of furniture and carry out duties • Ability to work at high levels with appropriate equipment 	<ul style="list-style-type: none"> • Ability to deal with some manual handling

N.B. The school is a no smoking environment.