



School Meals Supervisory Assistant (SMSA)

Information and Application Pack



LONDON BOROUGH OF
HARROW

Pinner Park Primary School

School Meals Supervisory Assistant *Letter from the Headteacher*

Dear Applicant,

Thank you for your interest in working as part of our lunchtime team at Pinner Park Primary School. This is an exciting opportunity for someone with the right skills, experience and attitudes to be a part of our school team. Our SMSAs, also known as lunchtime supervisors, are an important part of our staff team.

Our aim is to provide a school which provides an outstanding education at the heart of the local community – safe together, happy together, learning together.

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provide a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith. Our admission policy reflects this by prioritising local children.

Our school is a large primary school, with over 850 students. Our lunchtime staff help our children to have safe, happy and healthy lunchtimes. The role is very diverse – and our lunchtime staff need to be prepared for anything! The role includes:

- Setting up the dining area for lunch
- Supporting children throughout the meal experience
- Promoting healthy eating and lifestyles
- Cleaning the dining area after lunch
- Play activities in the indoor and outdoor environments
- Dealing with First Aid incidences as they arise
- Working one-to-one with children with special educational needs
- And much more besides!

We are especially interested in recruiting SMSAs who can work with the children in our school who have additional needs, some of whom have an individually planned lunchtime experience.

Our website has lots of information about the school, including the information and newsletters which we have sent home to parents. The URL for the school is: <http://pinnerpark.harrow.sch.uk/>

If you have any further questions, or if you would like to discuss the role further, please do not hesitate to contact us. Please use this email address: office@pinnerpark.harrow.sch.uk

I am sure that on reviewing the information provided you will agree that this is a very exciting role and we look forward to receiving your application.

Yours faithfully,

Nick Waldron

Headteacher

What's important to us – three word summary

Learning · Character · Community

What's important to us

We work together, as a school community, to empower and inspire each and every child to be an outstanding student who enjoys learning, to develop character, and to become a respectful citizen who makes a positive impact.

Our key principles

Learning

- Each child makes sustained progress as a result of outstanding, motivating and inspirational teaching.
- Learning across the entire curriculum is highly valued and each subject and area of learning is treated as significant.
- Teachers plan challenging and enjoyable tasks based on accurate assessment of pupils' prior skills, knowledge and understanding – supported by an outstanding, creative curriculum.
- Everyone is a learner – with opportunities for life-long learning. Continuous professional development of staff, rooted in research, is highly valued.

Character

- Our behaviour values form the basis of our approach to promoting positive behaviour and character: ready, respectful, safe and kind.
- As a 'Rights Respecting School' children's rights are learned, understood and lived.
- Children are enthusiastic, happy, engaged, confident, courteous, resilient and interdependent. They are highly motivated to do their best and to be their best.
- Children learn to make good choices and to take responsibility for their actions. They are responsible citizens.
- Children feel safe, and know how to keep themselves safe.

Community

- Each child is significant; known, valued, respected and cherished.
- At the heart of our work is the belief that parents are key partners in their children's education.
- The school is at the heart of the wider community, served by the community, and serving the community.
- Diversity is an integral part of our culture, and identity. The school is a fully inclusive, diverse community welcoming and celebrating all sections of the wider community. Equality is important to us.
- All members of the school community are responsible citizens of their local, national and global communities.
- Effective partnerships with other community organisations are formed and have a positive impact on the life of the school.
- Clear and effective communication enables every member of the community to be informed and to play their part.

Pinner Park Primary School

School Meals Supervisory Assistant *Recruitment Advertisement*

Lunchtime Assistant (SMSA)

Term time only

We are looking for people who:

- like being around children, are caring and understand their needs
- have an interest in developing children's play in the playground
- can work in a team to ensure a happy and healthy lunchtime experience for the children
- can establish assertive and sensitive relationships with children
- are flexible, adaptable and able to work where the need is greatest whether in the lunch hall, playground or classroom

You must be able to communicate effectively with pupils and adults. A good standard of spoken English is essential. Experience of working with Primary School age pupils is desirable.

We have vacancies in both the Lower School and Upper School.

Hours (Monday – Friday)

- Lower School 6 hours 40 minutes per week (11:55am – 1:15pm)
- Upper School 8 hours 45 minutes per week (11:50am to 1:35pm)

Salary (Scale G1)

- Lower School - £3,644 per annum (approximately)
- Upper School - £4,790 per annum (approximately)

How to Apply

Please send in your application, via TES.com, at any time and we will get in touch with you. We will review applications on a weekly basis. We will remove the advert and inform all candidates once we have appointed.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references. As part of our diligent approach to safer recruitment, we will carry out an online search on shortlisted candidates.

If you have any questions, or to discuss the post, please contact us.

Pinner Park Primary School

School Meals Supervisory Assistant *Job Description*

Job Title:	Lunchtime Assistant (SMSA)
Grade:	G1 – scale point 4
Reports to:	Headteacher, Deputy Headteacher, Senior SMSA
Hours:	Lower School: 6hrs 40 mins per week – term time only – 11:55am – 1:215pm Upper School: 8hrs 45 mins per week – term time only – 11:50am – 1:35pm

Pinner Park Primary School is a Rights Respecting School. We seek to place the UN Convention on the Rights of the Child (UNCRC) at the heart of our ethos and curriculum. A Rights Respecting School not only teaches about children's rights; it also models rights and respect in all its relationships, whether between children or between children and adults.

We have identified the following articles from the UNCRC as being of particular relevance to the role of SMSA:

Article 24 Children have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help them stay well.

Article 31 Children have the right to play and relax.

Job Purpose

- To work under the guidance of school leaders and senior SMSAs to ensure that children have a safe, healthy and happy lunchtime
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main duties and responsibilities

1. Working with Children

To assist with the supervision of children:

- in the dining areas at lunchtime
- within classroom settings at lunchtime (especially if weather is inclement)
- in the playground and outdoor areas at lunchtime
- using the cloakroom/toilets/washrooms

To assist children:

- with the attainment of personal hygiene skills
- with the removal and replacement of clothing/footwear
- with eating lunch in a calm, ordered environment
- to constructively help children to participate in play and friendship activities
- to understand the importance of healthy lifestyles

2. Care and Welfare

- To support and care for children, including supporting children who are injured or unwell (with the support of the welfare team in school).
- To ensure Health and Safety regulations are complied with at all times.

3. Food Service

- Setting out and putting away the lunch tables and benches, ensuring that the hall is clean and ready for afternoon lessons
- To support the service of schools meals
- To comply with all regulations regarding health and safety and food hygiene (following training and guidance)
- To ensure that children are served the correct meal (including those children with special diets or with allergies)
- To report any concerns
- To ensure a healthy and safe working environment

4. Other Associated Activities

- To attend relevant courses and training to develop experience and broaden awareness, expertise and skills.
- To undertake specific administrative tasks at the direction of the Headteacher.
- To ensure that confidentiality is maintained at all times.
- To promote the positive image of the School within the local community.
- To participate in the School's appraisal process.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.

Job description ends/

Pinner Park Primary School

School Meals Supervisory Assistant *Person Specification*

Attributes / Qualities	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Good basic standard of reading, writing and oral English ▪ Good basic standard of numeracy 	<ul style="list-style-type: none"> ▪ Food Hygiene Certificate. ▪ First Aid Certificate.
Experience	<ul style="list-style-type: none"> ▪ Working collaboratively – as part of a team 	<ul style="list-style-type: none"> ▪ Working within an educational or childcare setting ▪ Working in a catering environments
Professional Development & Training	<ul style="list-style-type: none"> ▪ A desire to develop and extend skills ▪ Commitment to undertake relevant training 	
Skills, knowledge & expertise	<ul style="list-style-type: none"> ▪ Good communication skills with adults and children ▪ Good organisational skills ▪ Ability to work constructively as part of a team ▪ Ability to work under pressure 	
Personal	<ul style="list-style-type: none"> ▪ Enthusiasm for working with children ▪ Commitment to safeguarding and promoting the welfare of children ▪ Bags of enthusiasm and patience, with a kind, caring attitude ▪ Friendly and professional manner ▪ Ability to relate well to wide range of adults and children ▪ Ability to work collaboratively and without supervision ▪ Willingness to contribute positively to and promote the school's ethos and values 	<ul style="list-style-type: none"> ▪ Willingness to play an active role in wider school life.

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Note to applicants

The Job Description and Person Specification highlights the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying.

In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the criteria, including your awareness, understanding and commitment to equality and diversity. If you fail to do so, you will not be short listed.