

School Meals Supervisory Assistant (SMSA)

The duties listed within this profile are a guide to the level of responsibility of the role only and are not an exhaustive list of the duties undertaken by the post.

Post holders should sign up to the form if the duties listed are equivalent to those they are currently required to undertake on a regular basis. Individual job titles may differ from that given on this profile.

Job Title: School Meals Supervisory Assistant (SMSA)

1. Key Purpose of Job

- Undertaking playground duties across all playgrounds
- Supervising and facilitating play
- Supporting children to ensure they have a happy and successful lunchtime
- Assist children in the dining room

2. Key Duties

- Ensure that children entering the dining room with clean hands
- Encourage good table manners and ensure children follow the school rules
- See that drinking water is provided and assist in pouring water for young children
- Assist young children in handling knives and forks
- Encourage children to eat the meal provided and encourage them to avoid waste
- Assist young children to choose a balanced meal
- Wipe down tables between sittings
- Clean up after spillage of food, water or sickness in dining area during the service of the meal

3. General

- Take responsibility yourself for supervising children and do not socialise or chat when on duty
- Supervise children in designated area other than playground during wet weather
- Facilitate play with groups of children in the playground
- Ensure that all children are engaged in meaningful play, if not support and encourage them to join in games and activities
- Attend to minor accidents and injuries

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification: School Meals Supervisory Assistant (SMSA)

| | Essential | Desirable |
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| Qualifications | None required | Current First Aid qualification |
| Experience | The SMSA should have experience of: Supervising children as a parent or carer. | In addition, the SMSA might have experience of: working with groups of children on a voluntary or paid basis. |
| Knowledge and understanding | The SMSA should have knowledge and understanding of: Managing the behaviour of groups of children. | In addition, the SMSA might also have knowledge and understanding of: child development and social interaction; the value of constructive play opportunities. |
| Skills | The SMSA will be able to: work as part of a group and individually; inspire trust and confidence in children; encourage high standards of pupil behaviour at all times; | In addition, the SMSA might also be able to: communicate effectively (both orally and in writing) to an appropriate standard; recognise behaviour giving cause for concern, and inform teaching staff; |

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| | <p>liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information;</p> <p>initiate games and activities appropriate to the age of the children;</p> <p>relate to children on their level.</p> | <p>teach play activities to other SMSA's; examine systems critically, and suggest ways of improving efficiency.</p> |
| Personal characteristics | <p>Calm under pressure</p> <p>Empathetic</p> <p>Well-organised</p> <p>Able to communicate well with staff and children.</p> <p>Creative</p> <p>Resourceful</p> <p>Tolerant</p> <p>Fun and energetic</p> | |