School Meals Supervisory Assistant (SMSA)

**JOB DESCRIPTION**

**LOCATION: Braintcroft Primary**

**REPORTING TO:**

**RESPONSIBLE FOR:**

**CONTRACT:**

**Role Purpose:**

To work under the direction and instruction of senior staff, to supervise pupils during the lunch time period, in dining hall, playground and school premises, ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.

**Key Accountabilities:**

1. 1 Take responsibility for the general welfare and discipline of pupils immediately prior to and during the lunch period.
2. Assist in preparing the dining area for lunch, including distributing cutlery, assisting with clearing tables and ensuring the dining area remains tidy.
3. Supervise and interact with pupils during the lunch break, encouraging positive social skills and good behaviour in pupils.
4. Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions.
5. To supervise pupils on the school premises, (hall and classrooms etc.), movement of pupils on the stairs through corridors, when they are not allowed outside in inclement weather.
6. Ensure pupils are dressed appropriately for the prevailing weather conditions
7. Implement and support the school’s behaviour policies, ensure pupils comply with the school’s behaviour policies, and report serious misdemeanours to senior staff.
8. Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
9. Encourage good table manners and eating habits among pupils
10. Understand the Healthy Eating Agenda in schools and encourage healthy eating to pupils in assisting pupils in their choice of meals.
11. To liaise with teachers, welfare, or kitchen staff when required with regard to the special or restricted dietary needs of pupils for medical and/or religious/cultural reasons.
12. Deal with accidents, spillages (including body fluids) in the playground or dining area, ensuring these do not cause a safety hazard to others e.g. pupils and staff.
13. Be vigilant in the playground, and recognise potential dangers.
14. To supervise and observe entrance to the school during the lunch break to ensure children do not leave the playground. Check on any strangers who may enter the school premises, be observant of any loiterers and report to the Head teacher/Senior Staff member.
15. Deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and reporting any serious incident or emergency to a relevant member of staff immediately.
16. Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school’s policy.
17. By agreement, accompany staff and pupils on school trips.
18. Participate in training and development activities and programmes, and attend and participate in meetings as required.
19. Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil’s play and behaviour to a relevant teacher or senior member of staff immediately.
20. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of: • child protection/safeguarding children, • health, safety and security, • confidentiality, and • data protection.
21. Contribute to the school’s commitment to equality of access to opportunities to learn and develop for all pupils.
22. To be aware of the diverse background of pupils and to respect the dignity of pupils.
23. Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote E-ACT’s Equal Opportunities Policy.

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

**OUR VALUES**

|  |  |
| --- | --- |
| **Thinking Big** | * Show energy, enthusiasm and passion for what you do * Demand the highest quality in all that you do, and in the work of your team * Willing to champion new ideas and think beyond the status quo * Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better * Be open to new ideas and change where it will have a positive impact on the organisation * Show a willingness to embrace different ideas and ways of thinking to improve E-ACT * Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work * Commitment to self-development, and developing your wider Team * Ability to self-reflect on yourself, your performance, and to think about how this could be improved further * Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence |
| **Doing the Right Thing** | * Have integrity and honesty in all that you do * Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work * Take responsibility and ownership for your area of work * Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils * Be transparent and open * Be resilient and trustworthy * Stand firm and stay true to our mission |
| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual * Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission * Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level * Recognise and celebrate the success and achievements, no matter how small, of your colleagues * Be generous with sharing your knowledge to help to develop others * Understand and be willing to receive suggestions and input on your area of work from others * Support your colleagues, even when this means staying a little later, or re-prioritising some of your work * Be aware of other peoples’ needs and show an ability to offer genuine support * Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams |

**KNOWLEDGE, EXPERIENCE & SKILLS**

|  |  |
| --- | --- |
| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **E** | **D** | **A** | **I** | **P** |
| **Organisational Fit** | Thinking Big | X |  | X | X | X |
| Doing the Right Thing | X |  | X | X | X |
| Showing Team Spirit | X |  | X | X | X |
| **Knowledge** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Skills** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |