



## Job Description – SMSA

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**Grade:** R7

**Responsible to:** Head Teacher

### 1. Purpose of Job

To supervise students during the midday break, so as to ensure the safety and general welfare and proper conduct of the students during this period.

### 2. Main Duties & Responsibilities

- (a) Supervision of students immediately before, during and after the midday meal. This includes students who have a school meal as well as students who bring their own food.
- (b) Supervision of students' entry into the dining room.
- (c) Assist as required in clearing tables, wiping them down, sweeping floors.
- (d) Assist in the setting up and removing of furniture in parts of the school, other than the dining room, where necessary.
- (e) Taking such steps as are necessary when students are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- (f) To supervise students in the playground, or other areas of the school as required by the Headteacher/Executive Business Manager.

### 3. Qualifications, Knowledge and Experience

#### **Essential**

A basic level of literacy and numeracy.  
Ability to communicate clearly and work as part of team.

#### **Desirable but not essential**

Previous relevant School Meals Supervisory experience.

### 4. Physical Effort

There is no physical effort or strain required in excess of work in a day to day office environment.

### 5. Working Environment

During periods of supervision outside in the playground, there will be an expectation that the post holder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

### 6. General

- a) The post holder will be expected to undertake any initial training provided by Midsomer Norton Schools Partnership to carry out any of the above duties.
- b) This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

### Hours of Work:

As per individual contract.

**Note:**

School Meals Supervisory Assistants are primarily employed under the direction of the Headteacher to supervise, guide and assist students during the midday break. They are not employed as cleaners or canteen assistants, but are required to carry out such cleaning up and wiping clean tasks as are common sense, within the definition above.

Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.

**Post Holder**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Line Manager**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_