

Job Description

School Meals Supervisory Assistant

March 2024



Job Title	SMSA
Grade	NJC SCP 3-4
Line Manager	SLT member with responsibility for duties
Supervisory responsibility	None
Hours	2.5 hours per day
Weeks	Term time only

Main purposes of the job

- To ensure the health and safety of children at lunchtimes and at the end of the school day on Fridays under the direction of the appropriate person as identified by the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

- To supervise students at all times during lunchtime on the school premises.
- To supervise students as they leave school on Friday afternoons.
- Ensure that students are behaving appropriately in line with the school's behaviour policy at all times including the dining room, playground and during wet lunch times.
- To engage with students and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
- In the event of any spillage, inform the appropriate person and take necessary action immediately to avoid possible accidents.
- To clean the canteen after lunchtime including wiping tables and chairs, sweeping and mopping the floors.
- To follow the school's policy and procedures on child protection.
- To challenge and report any stranger on site.
- Inform the appropriate member of staff in regard to behaviour at lunchtimes (this includes positive and negative behaviours).
- Keep the appropriate person informed of any information that may relate to a child's health and safety.
- To take reasonable precautions whilst in charge of students to see that they do nothing that is likely to injure themselves or others. In the event of any injuries, deal immediately with the situation, referring to the appropriate person and following the school's policy and procedure.
- Ensure that you are a strong, positive role model for students and other staff.
- To undertake broadly similar duties commensurate with the level of the post.
- To adhere to all the school's policies.
- Actively participate in any appropriate training when required.

Person specification

Essential Requirements

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed with the expectation of being able to meet these requirements.

Knowledge, skills and abilities

- Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.
- To be able to form good relationships with the children.
- Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.
- To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.
- To be able to engage the children in play.
- To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
- Ability to stay calm and be patient and understanding when dealing with the children.
- To be able to deal fairly and consistently when dealing with the children.
- Good communication skills.
- Ability to adhere to and implement the Council's Equal Opportunities Policy.
- Have an enhanced DBS check and clearance.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.