



SMSA RECRUITMENT PACK



Welcome

Page 2

Gifford Primary

Page 3/4

Person Specification

Page 5

Job Description

Page 6/7

- Required for as soon as possible
- Salary: Grade 2 SP3-4 (£5501.00 - £5,579.00 pro rata)
- Part Time: Monday – Friday 11.45am – 13.15pm
- Closing date: Thursday 20th November 2025 @ 9.00am
- Interview date: Monday 24th November 2025 @ 1.30pm

Be Strong, Be Kind, Be Proud

Welcome



HEADTEACHERS MESSAGE

Dear Applicant,

Thank you for showing an interest in the position of SMSA at Gifford Primary School. Gifford Primary School is a popular four-form entry school. Located in the London borough of Ealing.

We are seeking an enthusiastic and visionary SMSA to join our exceptional team. In this role, you will drive ambitious initiatives, enhance our educational practices, and contribute to a thriving learning community through OPAL (outdoor play & learning). You will be a key player in implementing forward-thinking strategies in a collaborative team environment.

At Gifford we are committed to making a real difference in the lives of our pupils. We pride ourselves on being a forward-thinking school that embraces innovation and values a "have-a-go" attitude. Our dynamic environment offers a platform for ambitious professionals who are eager to shape the future of education and lead our school to new heights.

Yours faithfully,

Charlotte Cadman
Headteacher

Be Strong, Be Kind, Be Proud

What is Gifford Like?



"A culture of high academic aspiration and a shared drive for success permeates the school. Through the curriculum, pupils are taught about the contributions to society made by a diverse range of historical and modern-day prominent figures.

The school encourages pupils to believe they too can make a positive difference in the world. Academic achievement and pupils' personal development are equally prioritised. Pupils and school staff work together to create a programme of regular enrichment experiences. The '11 by 11' programme includes expressive arts activities, public speaking exercises and careers guidance. Older pupils enthusiastically support those who are younger. Pupils behave maturely. They treat each other with great care, kindness and respect.

The school encourages pupils to share their views. Elected members of the 'Gifford Government' gather and share the opinions and suggestions of their classmates in order to improve the school further. For example, the play area was extended following feedback from pupils in Years 1 and 2. Pupils are happy here."

Ofsted Quote May 2024

What we are looking for

Pupils are at the heart of all we do



Are you:

- Ambitious?
- Passionate about making a difference?
- Someone who really cares about children?
- Someone who enjoys outdoor learning?
- Willing to work hard to uphold the schools exceptional provision?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

If this is you, then Gifford is the place for you!

Be Strong, Be Kind, Be Proud



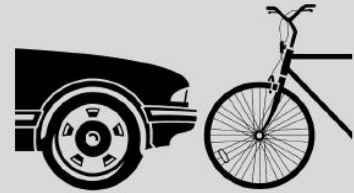
What's great about working at **Gifford Primary School?**



**Creative approaches
to the curriculum**



**Excellent CPD
opportunities for all
staff at all levels of
their careers**



**Well resourced
facilities including free
parking on site and
cycle to work scheme**



**Supportive employee
assistance programme
for all**



**A diverse,
multicultural and
stable staff team**



**PPA for all teaching
staff exceeds the
national expectations**



**Inner London Salary
& Local Government
Pension Scheme**



**Staff wellbeing and
workload balance is
fundamental to our
approach**



**An extensive support
team of highly skilled
experienced
professionals**

Be Strong, Be Kind, Be Proud

Person Specification

Qualifications and training		Essential	Desirable
1.1	GCSE or equivalent qualifications in English and Maths.		✓
1.2	Experience of managing multiple priorities.	✓	
1.3	Experience Working in a School.		✓

Professional knowledge, understanding, skills and attributes		Essential	Desirable
2.1	Strong communication and interpersonal skills.	✓	
2.2	Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.	✓	
2.3	Appropriate knowledge of first aid.		✓
2.4	To be able to form good relationships with the children.	✓	
2.5	Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.	✓	
2.6	To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.	✓	
2.7	To be able to engage the children in play.	✓	
2.8	Ability to relate well to children.	✓	
2.9	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.	✓	
2.10	To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.	✓	
2.11	To be responsible for promoting and safeguarding the welfare of children and young people within the schools.	✓	
2.12	Ability to stay calm and be patient and understanding when dealing with the children.	✓	
2.13	To be able to deal fairly and consistently when dealing with the children.	✓	
2.14	Ability to adhere to and implement the Council's Equal Opportunities Policy.	✓	

Commitment		Essential	Desirable
4.1	Demonstrate a commitment to safeguarding and child protection.	✓	
4.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
4.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
4.4	Promoting the school's vision and ethos.	✓	
	Willingness to have an enhanced DBS check.	✓	

Be Strong, Be Kind, Be Proud

Job Description

Purpose:

- To ensure the health and safety of children at lunchtimes 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, raising any concerns following school protocol/procedures.

Administration

- To supervise the children at all times during lunchtime on the school premises.
- Ensure that the children are behaving appropriately in line with the schools behaviour policy at all times including the dining room, playground and during wet lunch times.
- To engage with the children 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 follow the schools policy and procedures on child protection.
- To take reasonable precautions whilst in charge of the children to ensure they do nothing that is likely to injure themselves or others.
- In the event of any injuries or sickness making sure they are dealt with accordingly and in line with school's policy.
- To engage with the children and ensure that they are active in purposeful, positive and co-operative behaviour throughout the lunchtime period.
- 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 relates to a child's health and safety.
- To take reasonable precautions whilst in charge of the children 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 the children 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.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- To provide first aid when required.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school policy on equality and diversity.
- Undertake similar duties commensurate with the level of the post as required by line management.
- Perform any reasonable duties as requested by the leadership team.
-

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Be Strong, Be Kind, Be Proud