



St Andrew's C of E Primary School

Nursery Way, Uxbridge, Middlesex UB8 2BX

Tel: (01895) 232768

E-Mail: office@standrewsuxbridge.org.uk

'Growing and learning together with God'

www.standrewscofeprimary.co.uk

Head Teacher: Mrs N Dallibar BA (Hons) NPQEL

Deputy Head Teacher: Miss A Lawrence BSc (Hons) NPQH

Assistant Head: Mr B Astill BA (Hons) NPQSL



**WE HAVE
ACHIEVED**



SCHOOL MEALS SUPERVISORY ASSISTANT

Start Date: September 2025

Hours: 11.55am – 1.25pm Monday to Friday

38 weeks Term Time Only

Scale 1 NJC002 FTE £27,345 pa pro rata

Are you focused, dynamic, hard-working and looking for a new challenge?

We would love you to come and help run our school lunchtimes effectively. We are a one-form entry Primary School in the centre of Uxbridge, with a warm, community feel and a professional and hard-working ethos.

The Governors of this successful school are seeking to appoint a caring and committed SMSA. The successful candidate should be able to:

- Supervise and support children at lunch time
- Meet the physical demands of the role (i.e. bending, lifting, stretching, sweeping and mopping floors)
- Be flexible
- Have a positive attitude and a sense of humour
- Check emails for staff updates
- Understand GDPR regulations
- Safeguard children and promote their health, safety and wellbeing
- Able to work as part of a team
- Support the ethos of the school and promote its behaviour policy and values

Please send completed applications to sbm@standrewsuxbridge.org.uk or enquire about further information not covered in the Job Description and Person Specification. CVs will not be accepted.

These post-holders will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. An enhanced Disclosure and Barring Service (DBS) check will be sought from the successful candidates prior to appointment.

Application deadline: 27th June 2025

Interviews: TBC



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St. Andrew's Church of England Primary School

Job Description

Title: School Meals Supervisory Assistant

Line Manager: Deputy Head Teacher

Reports to: Deputy Head Teacher

MAIN DUTIES

Before and after lunch in the hall

- Be responsible for the putting out and putting away of the school dining tables (as applicable due to Covid)
- Supervise the children in the classrooms, corridors and playgrounds. Collect from the classrooms and escort to the hall if necessary. This includes indoor supervision in bad weather.
- Circulate in the playground to monitor that the children are happy, secure and behaving in an acceptable manner.
- Assist the children with their clothing and monitor that they are appropriately dressed for the weather. See Head Teacher/Deputy Head Teacher for clarification if necessary.
- At the end of service clear hot counter and store/dispose of items as required
- At the end of service clear salad bar and store /dispose of items as required
- Operate dishwasher, loading with dirty crockery cutlery and beakers, remove clean, dry and put away.
- Carry out weekly cleaning tasks (as cleaning schedule)
- Empty all bins
- Sweep kitchen floor
- Mop kitchen floor

During lunch in the dining hall

- Send children to queue up for their lunch in an orderly, organised way.
- Supervise the general conduct in the hall. To ensure that all children are seated and have their lunch.
- Reinforce acceptable table manners.
- Assist the child with the opening of packets, removal of flask tops etc. To encourage the children to eat what they have brought. Persistent poor eaters should be reported to the Team Leader who will follow up with class teachers.
- Clean up spillages, wipe and put away tables and assist in getting the hall ready for afternoon use (as applicable due to Covid)
- Serve hot/cold meals or salad to pupils and staff
- During any break in service clean trays and operate dishwasher if required
- At all times comply with food hygiene and health and safety regulations

At all times



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- Be vigilant in the areas of health and safety, e.g. ensuring that all spillages, wet floors etc. are dealt with promptly.
- To encourage the children to be kind and caring, respectful and tolerant of each other. If constant misbehaviour does occur, this must be drawn to the attention of the class teacher. Excessive or continued misbehaviour must be reported to the Head Teacher or Deputy Head Teacher. The Behaviour policy must be followed.
- Be aware of our policy of equal treatment for all. This means discouraging the use of racist or sexist remarks or derogatory remarks and ensuring that all children are treated equally.
- Maintain the confidentiality of the life of the school, ensuring that any problems/difficulties are reported and not dealt with independently or out of school
- To implement School Safety policies and Codes of Practice and at all times have regard for the Health and Safety of yourself and others.
- Any other related duties as may be required on occasion.
- To be aware of school policy and to take advantage of any in-service training offered and to take part in staff meetings and Training Days whenever relevant.

Training will be given before any food is handled