

St. Andrew's Church of England Primary School

Job Description

Title: School Meals Supervisory Assistant
Line Manager: Deputy Head Teacher
Reports to: Head Teacher

MAIN DUTIES

- Be responsible for the putting out and putting away of the school dining tables
- Supervise the children in the classrooms, corridors and playgrounds. This includes indoor supervision in bad weather.
- Supervise the general conduct in the hall
- Send children to queue up for their lunch in an orderly, organised way.
- Ensure that all children are seated and have their lunch.
- Reinforce acceptable table manners and assist the children with the opening of packets, removal of flask tops, etc.
- Encourage the children to eat their food. Report persistent poor eaters to the class teachers.
- Clean up spillages, wipe and put away tables and assist in getting the hall ready for afternoon use
- Empty all bins
- Sweep hall floor
- Circulate the playground to monitor that the children are happy, secure and behaving in an acceptable manner
- Follow the school's Behaviour Policy and report to class teachers where necessary
- Assist the children with their clothing and monitor that they are appropriately dressed for the weather
- Encourage active play and enforce rotas

- Uphold the school's value and encourage the children to do the same and follow the school rules
- 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
- 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.
- Attend any in-service training offered and to take part in staff meetings and Training Days whenever relevant.

Person Specification

Job Title: School Meals Supervisory Assistant (SMSA)

EXPERIENCE

Desirable

- Previous experience of employment as an SMSA.

JOB RELATED SKILLS/APTITUDE

Essential

- Ability to work as part of a team.
- Ability to work using own initiative.

PERSONAL QUALITIES

Essential

- Some duties which would require a candidate to be physically fit e.g. must be able capable of heavy lifting of materials
- Flexible.

EQUAL OPPORTUNITIES

Essential

- Commitment to treating all colleagues, children and parents equal, regardless of race, gender, ethnicity or disability.

SPECIAL REQUIREMENTS

Essential

- Sympathy with the aims and ethos of a Church of England School.