



## **SCHOOL MEALS SUPERVISORY ASSISTANT PERSON SPECIFICATION**

### **Skills**

#### *Essential*

- The ability to supervise primary aged children
- The ability to offer First Aid and willingness to attend First Aid training
- The ability to communicate effectively and professionally with all children, members of staff and parents
- An interest and willingness to undertake appropriate training as offered
- The ability to follow instructions
- The ability to work on your own or part of a wider team

### **Personal Qualities**

#### *Essential*

- Patient, tolerant, sympathetic, fair but firm
- Enjoy being with children and engaging with them
- Hardworking and conscientious
- A willingness to be flexible
- A respect of confidentiality
- A willingness to use common sense and take initiative

#### *Desirable*

- Previous experience of being an SMSA and co-ordinating activities in a school setting
- Childcare qualifications



**JOB DESCRIPTION  
SCHOOL MIDDAY SUPERVISORY ASSISTANT  
(SMSA)**

**Accountable to:**      **Senior SMSA / Vice Principal**

**Grade of post:**      **Scale 1   £ 3537.61    7.5 hours per week**

**Purpose of the Job:**

To ensure the safety, welfare, wellbeing and good conduct, either individually or as part of a team, of pupils at lunchtimes, during the midday break period.

**Main Responsibilities and Tasks:**

The normal duties of the post holder will usually include the following:

1.      To ensure all pupils are safe and settled at lunchtimes – to follow the behaviour management policies and uphold the values of the school
2.      To control the entry of pupils to the dining room and their behaviour whilst they collect their meals and find a seat
3.      To supervise the eating of lunch, maintain discipline, maintain the use of cutlery and drinking water, and encourage pupils to eat their meals
4.      To set-up the hall ready for lunch and clear after lunch – this may involve cleaning tables, clearing plates where necessary, setting-up and putting away tables
5.      To supervise, when necessary, the returning and stacking of crockery and cutlery
6.      In the event of any spillages, to take necessary action immediately to avoid possible accidents
7.      To supervise the play period of pupils outside during the lunch period
8.      To supervise pupils in the classrooms during inclement weather
9.      To ensure that where more than one sitting is required involving pupils coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised

10. To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others
11. To play with, and support, the pupils in the playground
12. In the event of any injuries to the pupil, to treat them if they are minor injuries (e.g. small cuts or grazes) and to report to a designated first aider for more serious injuries / refer on to the Welfare Assistant
13. To follow accident reporting procedures at all times – to be vigilant regarding food allergies and bumped heads
14. In the event of any sickness to the pupils, clean the pupil and the affected area and refer the pupil to the Welfare Assistant, year group leader or Vice Principal
15. To work under the direction of the SLT or other designated post holders and to undertake such other broadly similar duties as may be allocated by the SLT or an appropriate representative
16. To be willing to attend meetings as and when necessary - after lunch duty has ended

**John Locke Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**