

Elmfield School for Deaf Children

Job Description

School Meals Supervisory Assistant (SMSA)

Job Purpose

To be responsible to the Headteacher for the supervision of children during the midday break, so as to ensure the safety and general welfare and proper conduct of pupils during this period.

Duties and Responsibilities

- a) Supervision of pupils immediately before, during and after midday meal. This includes pupils who have a school meal as well as pupils who bring their own food.
- b) Supervision of hand washing for Primary pupils as required.
- c) Supervision of pupils entry into the dining room including any journey or walk to the dining room which might be required.
- d) Assist pupils where necessary to carry trays etc to table, and to return empty dishes etc to the service counter.
- e) Assist pupils where necessary to cut up food and guidance on the proper use of cutlery, assist in clearance of any spillage etc if required.
- f) Assist as required in clearing tables, wiping them down and resetting according to meals.
- g) Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed with injuries or illness.
- h) To ensure politeness and discipline among children in liaison with the class teachers, the Assistant Heads and the Head. To follow the guidelines set out in the schools behaviour policy.
- i) To supervise pupils in the playground, or other areas of the school as required by the Headteacher.
- j) To follow the school's procedures for child protection.

General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.

- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards