

THE PARTNERSHIP TRUST	
JOB DESCRIPTION & PERSON SPECIFICATION	
NAME:	
POST TITLE: SMSA	GRADE: BANES GRADE 1 (SCP 3)
RESPONSIBLE TO: Headteacher	
DATE:	

JOB PURPOSE

The primary purpose of this post is to supervise and ensure the welfare, safety, and appropriate behaviour of pupils during the midday lunch break — both in the dining area and in the playground.

The SMSA supports the school in maintaining a safe, calm, and happy lunchtime environment to supervise and ensure the safety, general welfare and behaviour of pupils during the midday break.

MAIN DUTIES AND RESPONSIBILITIES

Dining Hall Supervision

- Assist pupils in the dining hall, including helping them collect meals, cutting up food, and using cutlery properly. This includes pupils who have a school meal as well as pupils who bring their own food.
- Encourage good table manners and orderly behaviour.
- Monitor queues to ensure a safe and fair system.
- Clean up spillages and help maintain hygiene and tidiness in the dining area.
- To assist in the setting up and removing of furniture in parts of the school other than the dining room where necessary.

Playground and Indoor Supervision:

- Supervise pupils in the playground or indoors during wet weather.
- Ensure children play safely and fairly.
- Encourage inclusive and positive play.
- Manage minor incidents and accidents, administering basic first aid if required and reporting to the appropriate staff.

Behaviour and Welfare:

- Promote positive behaviour and follow the school's behaviour policy
- To be responsible for promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Report any incidents of inappropriate behaviour, accidents, or concerns to the appropriate member of staff.
- Support children with their personal, emotional, and social needs during lunchtime.

Teamwork and Communication:

- Work collaboratively with other SMSAs and school staff.
- Attend any training or meetings relevant to the role.

OTHER

During periods of supervision the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. putting out and packing away tables and play equipment, clearing tables, sweeping the floor, clearing up spillages.

During periods of supervision outside in the playground, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

GENERAL

The Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Trust to access their online record.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Designated Safeguarding Lead.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to.

The postholder will be expected to undertake any appropriate training provided by the School or Multi Academy Trust to assist them in carrying out any of the above duties.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This job description may be reviewed from time to time and amended after discussion with the postholder. It does not form part of the written particulars of employment of the postholder.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Basic numeracy and literacy 	<ul style="list-style-type: none"> • First Aid training
Experience	<ul style="list-style-type: none"> • An ability to relate well to both children and adults and to work constructively as part of a team. 	<ul style="list-style-type: none"> • Experience of supervising pupils in a school environment • working with children or in an educational setting • First Aid
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to work as part of a team, understanding roles and responsibilities and your own position within these. • Ability to follow instructions and use initiative 	<ul style="list-style-type: none"> • Ability to self-evaluate development needs and actively seek learning opportunities • Aware of safeguarding practices in a school setting • Knowledge of health and safety and hygiene
Personal Qualities	<ul style="list-style-type: none"> • Punctual, reliable and trustworthy • Commitment to safeguarding pupils' wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Patience • Sensitivity and understanding, to help build good relationships with pupils 	

