



## **Job Title: School Meals Supervisory Assistant (SMSA) for our Nursery provision**

### **Main purpose of the job**

To assist children in the hall during lunch time, ensure appropriate behaviour in the hall and outside.  
To maintain cleanliness of the environment during the lunch break.

The job of a lunchtime supervisor for our Nursery children is an important one, providing care for the children in school during their lunch break. It is one that calls for sensitivity, patience, a good sense of humour and above all, a genuine ability to relate to younger children.

Be responsible for the Health & Safety and Wellbeing of children within your care.

### **Daily Tasks**

- Undertake a supervisory role whilst the children are dining in the hall, and for the rest of the lunch break either outside or indoors depending on the weather.
- Ensure that the behaviour of the children is appropriate at all times; refer any instance of concern or persistent inappropriate behaviour to the Senior Lunch Supervisor.
- Provide assistance to children needing help with their lunch.
- Initiate and be involved with lunchtime activities. Be responsible for supervising the children in their setting before and after lunch and when it is wet outside.
- Comfort and supervise pupils who are ill or have had an accident, administering to their needs, as appropriate and referring to the Manager and/or First Aider ensuring that accidents are recorded appropriately.
- Be prepared to work in a team with the other lunchtime supervisors, kitchen staff and teaching staff.
- Undertake any during lunch and after lunch clearing up as necessary.

### **Knowledge and Training**

- Manage pupil behaviour positively and encourage them to be polite and respectful.
- Be confident and enthusiastic to lead a range of activities.
- Be aware of confidentiality issues linked to pupil behaviour and issues.
- Participate in appropriate school-based meetings and training activities within contracted hours related to specific medical needs or development of the role.
- Be aware and apply the school's policies and procedures.

Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities.

**SMSA – Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>		
NVQ 2 or equivalent in English and Maths		Y
Current First Aider qualification - St John's Ambulance/Red Cross or other recognised source		Y
Other relevant qualifications		Y
<b>Experience</b>		
Working in a school		Y
Working as part of a team with adults and children	Y	
Experience of working with children in a voluntary capacity, i.e. Brownies, Clubs etc.		Y
<b>Knowledge/Skills/Abilities</b>		
Clear understanding of the extent of the post	Y	
Able to communicate clearly and effectively both to children and adults	Y	
Able to complete tasks in a timely fashion	Y	
<b>Personal</b>		
Positive, especially under pressure, and welcoming to all	Y	
Reliable, discrete and professional	Y	
Ability to be flexible, prioritise and use initiative	Y	
Ability to maintain confidentiality at all times	Y	
Enjoy working with a team of people	Y	