



THE  
DIOCESE OF  
SHEFFIELD  
ACADEMIES  
TRUST

## Job description: School Meals Supervisory Assistant (SMSA)

### Emmanuel Junior Academy

**ACCOUNTABLE TO:** HEADTEACHER

**PURPOSE OF THE JOB:** To ensure the safety, welfare 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 postholder will usually include the following:

1. To control the entry of pupils to the dining room and monitor their behaviour whilst they collect their meals and find a seat, taking any necessary action that is appropriate.
2. To supervise the eating of lunch, maintaining discipline in behaviour and the use of cutlery and drinking water, and encourage pupils to eat their meal.
3. To supervise, when necessary, the returning and stacking of plates.
4. In the event of any spillage, to take necessary action immediately to avoid possible accidents.
5. To supervise and be involved in organising the play period of pupils during the lunch period.
6. To ensure that pupils are not left unsupervised at any time during the lunch period.
7. To take the reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
8. In the event of any injuries to the pupil to treat them if they are minor injuries (eg. small cuts or grazes) and to report to the school office more serious injuries. To follow accident reporting procedures at all times.
9. In the event of any sickness to the pupils, clean the pupil and the affected area and refer the pupil to the school office.
10. To work under the direction of the Senior SMSA or other designated postholder and to undertake such other broadly similar duties as may be allocated by the Senior SMSA or Headteacher or his/her appropriate representative.

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



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## Person Specification: School Meals Supervisory Assistant (SMSA)

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#### **Skills**

##### **Essential**

- The ability to work as part of a team
- The ability to work under own initiative
- The ability to follow instructions
- The ability to guide and supervise the children

##### **Desirable**

- An interest and willingness to undertake appropriate training as offered

#### **Personal Qualities**

##### **Essential**

- Patient, tolerant, sympathetic and, fair but firm
- Enjoy being with children
- Hardworking and conscientious
- A willingness to be flexible
- A respect of confidentiality

##### **Desirable**

- Previous experience of working/helping within a school
- A First Aid qualification