



Candidate Information Pack

School Meals Supervisory Assistant (SMSA)

Contract Type: Fixed-Term

Contract Term: Part-Time (Term Time Only)

Salary: KET Operations Pay Scale Grade C Point 3-5

Start Date: September 2026



Headteacher's Welcome

Thank you for your interest in joining the staff team at Fern Hill Primary School in this role as School Meals Supervisory Assistant (SMSA) for our Nursery provision.

We have a track record of excellence and have consistently been judged outstanding by Ofsted, most recently in early 2024. The school exceeds local and national averages in reading, writing and maths. We inspire our pupils through a broad, personalised and innovative curriculum and are passionate about developing the whole child.

Our school offers you the opportunity to take a lunchtime supervisor role in a vibrant community dedicated to fostering a genuine love of learning in every child.

This is an exciting time to develop your career with us as we continue on our journey of excellence. Please do get in touch to arrange a visit or if you need any further information about this important role.

Our school values of inspiration, collaboration, empathy and excellence are at the heart of everything we look to achieve at Fern Hill



Mr Adam Scott
Headteacher

We are seeking to appoint a flexible, caring and nurturing lunchtime supervisor for our nursery provision.

We are looking for a School Meals Supervisory Assistant to:

- Have specific responsibilities supervising the children whilst they eat their lunch..
- Provide assistance and encouragement and ensure appropriate behaviour..
- Uphold the school's values - Inspiration, Collaboration, Empathy and Excellence.

We offer:

- A hard-working, dedicated and supportive team.
- Opportunities for continuous professional development.
- A friendly and supportive school community that is committed to developing the whole child.
- Happy and enthusiastic pupils.
- Generous pay-scales, regularly paying 1% higher than National Support Staff Pay Scales.
- Access to subsidised Cycle to Work scheme.
- Flexible working arrangements may be considered on request.
- Access to the Employee Assistance Programme.
- A friendly, welcoming school with friendly and supportive parents and trustees.



Role Information

School Meals Supervisory Assistant

A full job description is available [here](#). In summary, the successful candidate will be expected to undertake the following key responsibilities:

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 lunch break.
- To be responsible for the health and safety and wellbeing of children within your care.



Job Description

Key Responsibilities

Early applications are welcome, and we reserve the right to appoint before the closing date if we find a suitable candidate.

We encourage colleagues to visit or contact us in advance of an application to discuss the school, community and the role. Please contact HR on 020 8465 6200 or email hr@kingstoneducationaltrust.org

For more information about the school, please visit our website:
<https://www.fernhillprimary.org>

Please apply via the My New Term Portal (CVs will not be accepted)

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people.

To find out more about our school, including further information about our what it's like to work with us, please visit our linked [Recruitment Brochure](#).

To make a direct application, please visit our vacancy page [\(MyNewTerm\)](#) on my term

How to apply



Safeguarding and Safer Recruitment Statement

Fern Hill Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Equalities Statement

At Fern Hill Primary School, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

Safer Recruitment & Equalities Statement