



Ryefield Primary School School Meals Supervisory Assistant (SMSA)

February 2026



Dear applicant,

Thank you for your interest in the position of School Meals Supervisory Assistant (SMSA) at Ryefield Primary School. This is an exciting opportunity for an individual who is keen to become a member of a school within a local, cross-phase multi-academy trust. If you would like to visit the school, please call the school office to arrange an appointment.

Ryefield is an excellent school where children love learning. As headteacher, my aim is to ensure that each child achieves the highest educational standards possible, touching on the lives of all children to ensure they grow up to be reflective, self-aware, and resourceful.

We are looking for an SMSA who will embrace Ryefield's vision, including maintaining its relentless focus on high-quality teaching and learning. The school is committed to meeting the needs of all pupils, which complements Vanguard Learning Trust's vision of outstanding, inclusive education.

The successful applicant will work alongside the current team of SMSA's, ensuring that the school continues to excel to new heights of achievement and enrichment.

We look forward to reading your application and, for those candidates selected for the interview stage, meeting you as part of the selection panel.

Yours sincerely

A handwritten signature in black ink that reads "Colin Tuckerson". The signature is fluid and cursive, with a slightly larger "C" at the beginning.

Colin Tuckerson
Headteacher and Executive headteacher (Vanguard Learning Trust - primary phase)

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Trust information

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Vyners Learning Trust was established in February 2015 when Ryefield Primary School and Vyners School formed the multi-academy trust. In September 2018, Ruislip High School joined the Trust which was renamed Vanguard Learning Trust. The Trust currently has five schools: Field End Junior School, Hermitage Primary School, Ruislip High School, Ryefield Primary School and Vyners School. Oak Farm Primary School is an associate member. The Trust's website ([click here](#)) provides a range of information including governance arrangements and links to statutory documentation. It is important to state that for an applicant who is offered a contract of employment, the employer is Vanguard Learning Trust with staff having a principal location, eg. one of the schools or the central team's base at Field End Junior School.

Field End Junior School

Field End Junior School is a thriving community school that has been part of the Ruislip landscape for over 70 years. With its extensive grounds that includes large playing fields, all-weather multi-use games area, a cycle track and a spacious playground shared with the adjoining infant school, our pupils thrive in this happy, inclusive and safe environment. Our curriculum is designed to educate the whole child with academic excellence and bright futures at its heart for all pupils. We foster an atmosphere of mutual respect and tolerance for one another and all members of our community and the wider world.

Hermitage Primary School

On entering Hermitage Primary, visitors cannot fail to notice the warm, family feel that permeates the school. Hermitage is a happy, welcoming, stimulating environment where everyone cares about each other and all interactions are based on mutual respect. Hermitage opened in 1968 and is a community school located in Uxbridge. From their first tentative sessions in Nursery through to their final days in Year 6, staff strive to teach pupils their place in the school, the community and beyond.

Ruislip High School

Ruislip High School's motto from grass roots to reaching for the sky, symbolises both the high aspirations the school has for all members of the community and the journey the school has undertaken since it opened in 2006. The school has a dedicated staff body, incredible students and excellent facilities, including a state-of-the-art theatre and sixth-form wing. Ruislip High School has been recognised as Outstanding by Ofsted on each of our three inspections, most recently in December 2023, providing external validation to what leaders knew about the school: 'pupils thrive', behaviour is 'impeccable' and 'inclusivity is at the heart of school life'.

Ryefield Primary School

Ryefield was established in 1960 and as a school community it strives for excellence. Ryefield is an excellent school where its children love learning and achieve the highest standards possible in a thriving multicultural learning environment. Above all Ryefield strives to touch the lives of all its children to ensure they grow up to be reflective, self-aware, and resourceful; they are empathetic towards others and confident young people.

Vyners School

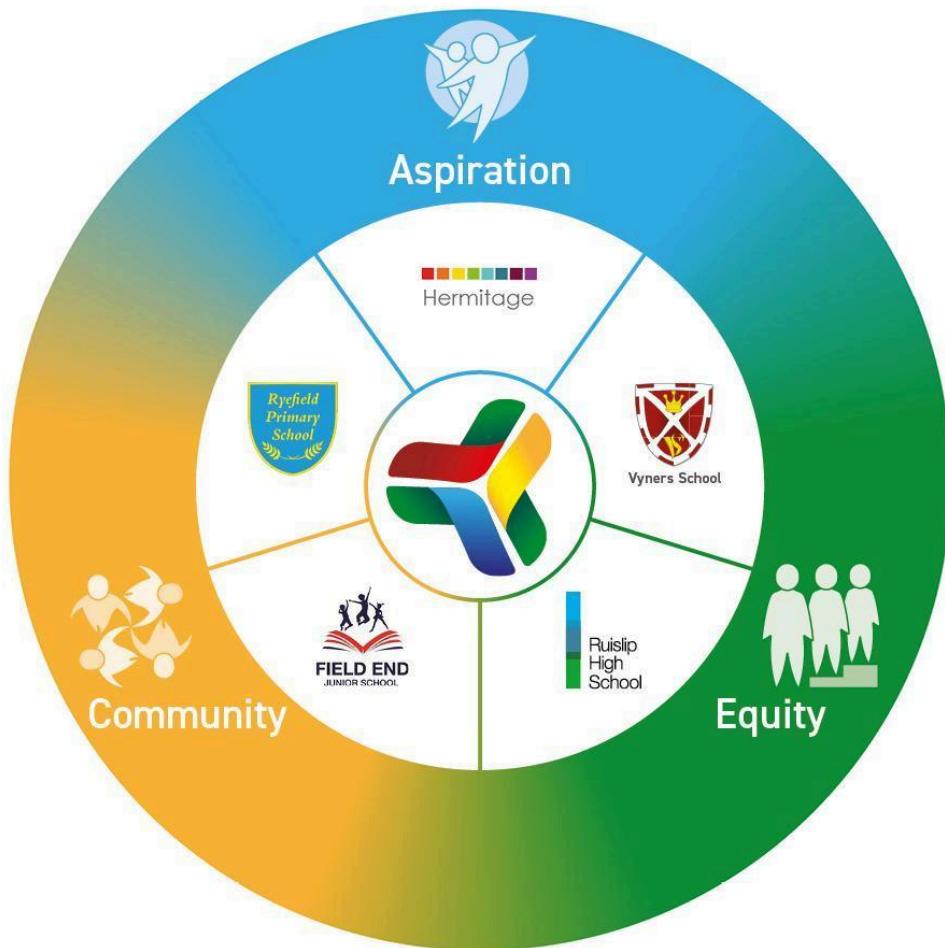
Vyners School was established in 1960. It is a highly oversubscribed mixed secondary, comprehensive school based in Ickenham with circa 1200 students. Vyners is an extremely popular and successful school with an excellent reputation for academic achievement and extra-curricular activities. Underpinned by its school's values -*community, aspiration, respect and endeavour*- Vyners prides itself on the positive relationships that exist in the school and the sense of being part of a happy community. In May 2019, Ofsted designated Vyners as outstanding as part of its Section 5 inspection, a judgement confirmed in spring 2025.

The Trust's vision, values and mission statement are as follows:

Vanguard Learning Trust

Our vision

Outstanding, inclusive education



Core purpose

Vanguard Learning Trust's core purpose is to provide outstanding, inclusive education through collective responsibility across several, rather than individual, local schools. This provides a sustainable foundation allowing for a broader range of school improvement work including cross-phase, joint professional development opportunities as well as student activities. The collective responsibility allows schools and the central team to provide support and share expertise both within and beyond the Trust.

The Trust's values are represented by ACE:



Aspiration

Endless possibilities with limitless boundaries



Community

Collective responsibility, collaborating within and beyond the Trust



Equity

Opportunities for all to achieve equitable outcomes

Mission statement

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.



School Meals Supervisory Assistant (SMSA)

Reports to: SMSA Lead

Salary: Starting salary: NJC scale 2, scale point 3, pro-rata salary: £6,624.31 (FTE £28,617).
Rising to: NJC scale 2, scale point 4, pro-rata salary: £6,718.75 (FTE £29,025)

Working Days: Monday - Friday (11.30 am - 1.30 pm) 10 hours per week, 38 weeks per year (term time only)

Start date: As soon as possible

The main purpose of the role

The SMSA will:

- ensure service and supervision of school meals, preparation and cleaning of kitchen, dining room and utensils;
- ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes, during the midday break period;
- provide a positive role model to the pupils at all times;
- maintain confidentiality at all times; and
- work under the direction of the SMSA lead.

Core duties

The SMSA will:

- ensure kitchen and dining room are adequately set up to serve lunches from 11.30 am;
- assist children as appropriate with their meal selection;
- ensure children have adequate lunches before they sit down to eat;
- assist children to empty trays;
- clear and clean the dining room, sweep and mop the floor;
- serve items from the salad bar for Reception and Year One;
- help children make selections;
- help children with their trays;
- ensure the clear-up table is adequately prepared for children to easily use;
- help children to scrape their plates into bins and place utensils in the correct bowls;
- at the end of service wipe down the tables, empty the bin and wipe down any splash marks on the walls;
- remove trolley and bin from the hall; and
- remove tables from Dining Hall (follow the correct process for opening and closing the tables).

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

For the supporting statement, applicants should address and evidence their experience, skills and qualifications in relation to the key criteria detailed in this person specification. This section should be no more than two sides of A4 font, size 12.

| Qualifications and experience | Essential | Desirable |
|---|-----------|-----------|
| A good general education | ✓ | |
| Good written and verbal communication skills | ✓ | |
| Previous experience of working/helping within a school | | ✓ |
| Basic Food Handling Training (inc Food Hygiene) | | ✓ |
| A First Aid qualification | | ✓ |
| An understanding that the needs and safety of the children and staff are of prime concern | ✓ | |

| Personal skills and attributes | Essential | Desirable |
|---|-----------|-----------|
| Enthusiasm | ✓ | |
| The ability to guide and supervise children | ✓ | |
| Patient, tolerant, sympathetic and, fair but firm | ✓ | |
| Enjoy being with children | ✓ | |
| Respect confidentiality | ✓ | |
| Sense of humour | ✓ | |
| Emotional resilience when working with challenging behaviours | ✓ | |
| Flexibility and to take account of changing priorities and circumstances | ✓ | |
| To be a proactive member of the school community | ✓ | |
| Hard-working and conscientious | ✓ | |
| Common sense and initiative | ✓ | |
| Work effectively both independently and as part of a team | ✓ | |
| The ability to follow instructions | ✓ | |
| Ability and commitment to contribute fully to the tasks in school | ✓ | |
| To uphold the ethos of our school | ✓ | |
| Have an understanding of and a willingness to promote equal opportunities | ✓ | |
| An interest and willingness to undertake appropriate training as offered | ✓ | |
| A willingness to contribute to the wider life of the school | ✓ | |

All aspects of the personal specification will be assessed through the recruitment process. Applicants should ensure that all aspects of the qualifications and experience section are explicitly referred to in their application form including using the supporting statement if required.

How to apply

Application process

In addition to this candidate pack, the school's website ([click here](#)) will provide prospective applicants with all relevant information and publications.

Applicants should apply via My New Term ([click here](#)), ensuring that their supporting statement relates to the personal specification provided in this pack and is no more than two sides of A4 font size 12.

In compliance with safer recruitment guidelines, CVs will not be accepted.

CLOSING DATE: Tuesday 24th February 2026

INTERVIEWS: Friday 27th February 2026

Early applications will be considered and may be offered an interview before the closing date.

Please note, parking is not available on the school site but advice will be given regarding where parking is available locally if you are shortlisted for an interview.

Selection process

Full details will be provided to all candidates selected for the interview process; as noted and will consist of a panel interview.

Vanguard Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website ([click here](#)).

Vanguard Learning Trust is an equal opportunities employer. We strive to achieve a diverse workforce, fully representative of our community and the wider population in the UK. People of colour and minority ethnic staff are under-represented on our staff body. We are keen to attract applicants from a diverse pool of candidates and are determined to be a great employer for all.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.