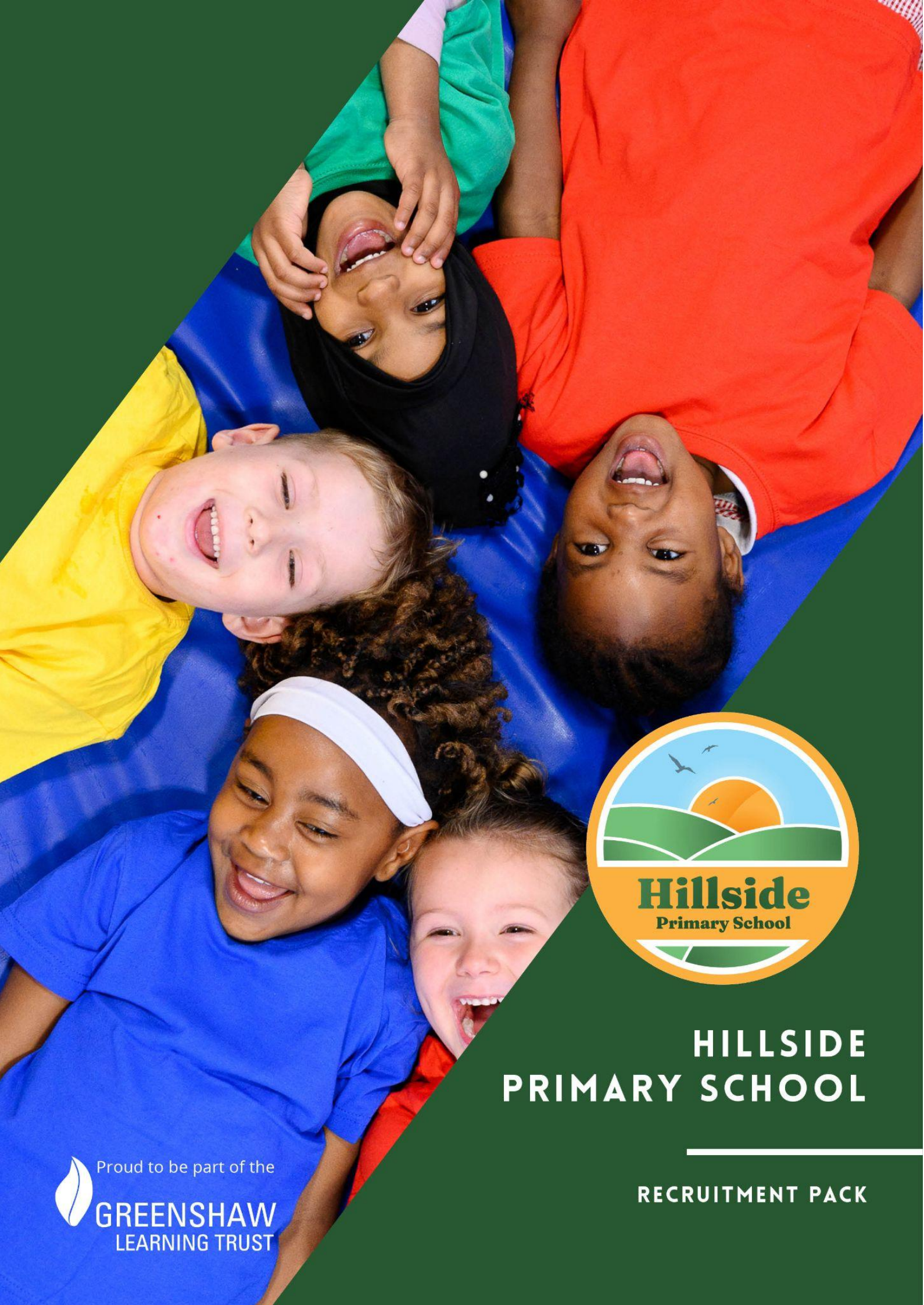




HILLSIDE PRIMARY SCHOOL

Proud to be part of the
GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Hillside Primary School,
Underhill Road,
Matson,
Gloucester, GL4 6HE

Telephone: 01452 530430

Email: admin@hillsideprimaryglos.co.uk



WELCOME TO HILLSIDE PRIMARY SCHOOL

Thank you for your interest in the role of **School Meal Supervisor Assistant (SMSA)**

At Hillside Primary School, we are dedicated to creating an environment where all children, parents, and staff are supported to be the absolute BEST versions of themselves. We believe that true education is a collaborative journey. By working closely with parents, our staff ensures that every child learns to believe in their unique potential and makes continuous progress toward achieving it. We are a community built on a shared vision and a vibrant culture for learning—one that perfectly balances a high level of genuine care with constructive challenge. Every day, we strive to foster an authentic, welcoming space that makes Hillside the ultimate place to learn, grow, and work.

We believe a powerful curriculum is the foundation of lifelong success. At Hillside, our educational philosophy is anchored by five core pillars that shape how our pupils engage with the wider world:

- **Reading is the key to everything:** Reading is the gateway to our entire vision. We use a precisely sequenced journey to build the cultural capital our children need to belong, succeed academically, and navigate "hard thinking" with resilience.
- **Writing opens the door:** We teach the foundational knowledge required for children to become coherent, complex, and accurate writers. Through intentional, small steps, pupils explicitly learn to edit, refine, and improve their work.
- **Speaking starts the show:** Effective communication builds self-awareness and empathy. We empower children to voice their unique potential, engage deeply with their community, and show the resilience to be their most authentic selves.
- **Maths unlocks the world:** We cultivate the belief that through hard work and conceptual understanding, mathematical success is achievable for everyone. By developing fluency and reasoning through a small-steps curriculum, we teach that mistakes are essential steps toward embracing hard thinking.
- **Personal Development guides the way:** Through PSHE, assemblies, and community-led activities, we foster the self-awareness and empathy needed to belong. Our pupils learn to appreciate protected characteristics, celebrate a rich tapestry of backgrounds, and build the positive relationships required to succeed both personally and socially.

Inclusion is not an add-on at Hillside; it is the golden thread woven through everything we do. We are deeply committed to ensuring that every single child—regardless of background, ability, or circumstance—can believe in their potential. We achieve this through a high-quality universal offer combined with carefully tailored adaptations. By proactively identifying and removing barriers to learning, we empower all pupils to engage with our ambitious curriculum and make meaningful progress toward Age-Related Expectations. Through a compassionate, small-steps approach and high levels of care, we cultivate the resilience every learner needs to try, thrive, and be the BEST version of themselves.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Hillside Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Neil Ramsey:

nramsey@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Rebekah Millward, Headteacher

ROLE INFORMATION

We are recruiting a **School Meal Supervisor Assistant (SMSA)** to join us from September 2026.

Hillside is a two-form entry primary school with its own pre-school, catering for children aged 2-11, with additional classes in Years 5 and 6 currently.

Our school opened in September 2025, in our newly refurbished and decorated school buildings, following the amalgamation of Moat and Robinswood Primary Schools.

TERMS AND CONDITIONS

CONTRACT

- Permanent.

SALARY

- Salary calculated in line with NJC pay scale, point 3, £24,796 per annum (£6,343 per annum pro-rated).

HOURS OF WORK

- 11.25 hours per week (2.25 hours Monday to Friday).

PLACE OF WORK

- Hillside Primary School, Underhill road, Matson, Gloucester, GL4 6HE.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>.
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

- New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Class Teacher
Responsible to:	Headteacher or Deputy Headteacher
Responsible for:	Not applicable

RATIONALE

To supervise pupils on the school premises during the lunchtime break, ensuring that the children eat meals safely and behave appropriately. The post will require general cleaning of the dining room, as well as set up and tidying away of tables, chairs and cutlery. The post holder will be required to exercise his/her skills and judgment to carry out the duties as set out below.

GENERAL REQUIREMENTS OF THE POST

The post holder:

- Must carry out all duties in accordance with the school's Health and Safety and Behaviour policies.
- Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, confidentiality and data protection. Reporting all concerns to an appropriate person.
- Should ensure that their appearance and hygiene is kept to the highest standard.
- If required, participate in first aid training and act as a first aider.

KEY TASKS

- Ensure that pupils wash their hands before they eat.
- Escort pupils to and from the dining area as necessary.
- Ensure that pupils having a school lunch are in the dining hall at the correct time.
- Ensure that you are familiar with the latest pupil information.
- Ensure the class teacher is aware of any specific pupil issues that occurred over the lunch period.
- Help younger pupils at the server counter with the proper use of cutlery and help them cut up their food when necessary.
- Assist pupils with the return of used plates, waste food, trays, cutlery and beakers.
- Where appropriate, ensure that the tables and chairs/benches are setup for each sitting or cleaned and stored appropriately at the end of the sittings.
- Sweeping / cleaning of the eating area.
- Emptying of food bins.

- Ensure dining area floors remain clean and dry during meal times, and that spillages are cleaned up immediately to avoid the risk of slippages.
- Report any concerns you may have regarding a pupil's diet.
- Help children acquire social skills.
- Report to a member of the Senior Leadership Team of the school any acts that constitute serious infringement of school rules.
- Liaise effectively and professionally with staff, teachers and parents as required.
- Attend agreed SMSAs team meetings and training sessions when required.

PHYSICAL EFFORT

- Some lifting may be required such as tables, chairs, food and food waste.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

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

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Training, Qualifications and Experience		
• Good general standard of education.	x	
• Experience of supervising children as a parent or carer.	x	
• Current First Aid qualification.		x
• Experience of working with groups of children on a voluntary or paid basis.		x
• Recognise behaviour giving cause for concern and inform teaching staff.		x
• Examine systems critically and suggest ways of improving efficiency.		x
Personal and Professional Qualities and Attributes		
• Empathy with the needs of children and young people.	x	
• Ability to work as part of a team and to use own initiative when appropriate.	x	
• Communicate effectively (both orally and in writing) to an appropriate standard with staff and children.	x	
• Encourage high standards of pupil behaviour at all times.	x	
• Liaise with others in a professional manner.	x	
• Observe the boundaries of the role and respect confidential information.	x	
• Calm under pressure.	x	
• Tolerant.	x	
• Motivated - Willingness to undertake training (e.g. behaviour management and First Aid).	x	
• Well-organised, Creative, Resourceful.		x
Additional Requirements		
• Eligible to live and work in the UK.	x	
• Suitability to work with children.	x	
• Commitment to professional development		x

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received **no later than 11.59pm on the 31st August 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on the 7th September 2026. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicants will take up their posts as soon as possible following the interviews.



Oru Sutton,
7 Throesley Way,
Sutton SM1 4AF



020 3988 0288



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



Underhill Road,
Motton,
Gloucester GL4 6HE



01452 510410



admin@hillsideprimaryglos.co.uk



www.hillsideprimaryglos.co.uk