



ASHTON VALE PRIMARY

Is part of Gatehouse Green Learning Trust: a company limited by guarantee.

Avebury Road, Ashton Vale, Bristol, BS3 2QG

Tel: 0117 9030383 Email: enquiries@ashtonvale.excalibur.org.uk

JOB DESCRIPTION

SCHOOL: ASHTON VALE PRIMARY SCHOOL
JOB TITLE: School Meals Supervisory Assistant (SMSA)
GRADE: 2

Purpose of the Job

To supervise, guide and assist children during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period.

Key Job Outcomes

1. To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting.
2. Assist with cleaning the dining area after service
3. Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour
4. Work to school policies to maintain a safe environment for pupils and other staff.

General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the MAT Safety and Welfare policy, departmental policies and codes of practice
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the MAT
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards



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EMPLOYEE SPECIFICATION

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ESSENTIAL (Must have)	DESIRABLE (Should have)
<p>Knowledge & Experience</p> <p>Basic hygiene procedures</p> <p>Schools policies relating to behaviour and Health & Safety</p> <p>Abilities & Aptitudes</p> <p>Ability to communicate and interact across a wide range of adults and pupils</p> <p>Ability to follow written or verbal instructions.</p> <p>Ability to work empathically with children</p> <p>Ability and willingness to work cooperatively as part of a team.</p>	<p>Knowledge & Experience</p> <p>An awareness of child protection issues</p> <p>Abilities & Aptitudes</p> <p>First aid certificate</p>
<p>SPECIAL CONDITIONS</p> <p>The post holder will be required to hold an Enhanced DBS check</p>	