

HAYESFIELD GIRLS' SCHOOL

JOB DESCRIPTION

Department:	Support Staff	School:	Hayesfield Girls' School
Post Title:	School Meals Supervisory Assistant (SMSA)	Salary:	Grade R (SCP07 – SCP10) Term-time only including 5 in-service days
Responsible to:	Senior SMSA	Hours:	5 hours/week (Monday – Friday)

1. Job Purpose

- 1.1 To ensure that students are adequately supervised during the lunchtime break, so as to ensure their safety & proper conduct during this period.

2. Main Duties and Responsibilities

- 2.1 To assist with the supervision of pupils immediately before, during and after lunchtime break. This includes all students on site.
- 2.2 To assist with the supervision of pupils entry into the agreed eating areas.
- 2.3 To ensure that food is only consumed by pupils in the agreed eating areas.
- 2.4 To participate in a rota that ensures pupils are supervised in other areas of the school, including external grounds, and toilet areas.
- 2.5 To assist with clearing, wiping down and securely storing the dining tables.
- 2.6 To participate in the setting of team objectives.
- 2.7 To ensure effective communication with staff, service users, the general public and others as appropriate.

3. Essential

- 3.1 A basic level of literacy and numeracy.
- 3.2 Ability to work as part of a team.
- 3.3 Good communication skills.

4. Desirable

- 4.1 Experience of working in a school environment.
- 4.2 Previous SMSA experience.

5. Organisation

Bursar
Senior School Meals Supervisory Assistant
School Meals Supervisory Assistants

6. General Points

- 6.1 Training will be provided where agreed.

I confirm acceptance of the post offered on the terms and conditions stated in the letter of contract, statement of particulars and relevant job description.

Signed Date