School Meals Supervisory Assistant (SMSA)

Permanent
Salary: £3076 p/a (actual pro-rata amount) based on £21,228 (full-time equivalent)
Hours: 6.25 hours per week for 38 weeks a year (term-time only)

Relief
Salary: £12.52 per hour
Hours: Casual – 1 ¼ hrs per day as required (term-time only)

Job Purpose

- Supervise and support children during lunchtime
- Monitor and engage with children
- Adhere to the direction of the Lead SMSA's.

Designation of Post

- Responsible for the class
- Responsible to the Lead SMSA/Assistant Headteacher.

Professional Duties

- To supervise children walking into the hall and classrooms
- To monitor children eating their food and ensure areas are left tidy and safe
- To ensure all spillages are cleaned up immediately
- To assist in ensuring the hall is clean and fit for purpose after each session
- To engage with children in their play whilst monitoring other children in the outside areas
- To manage unacceptable behaviour using school's behaviour policy
- To liaise with the Lead SMSA on issues with behaviour or dinner numbers
- To lead a class session (reading/rhymes/speaking and listening) before teachers are back to ensure children are calm and settled
- If a child is sick, to clean up the child and furnishings and to refer the child to the Lead SMSA
- Treat minor injuries (e.g. small cuts on knee as a result of fall in playground).
- Record all accidents in an accident book. Serious accidents, including those to staff must be reported to the Lead SMSA and recorded on the accident /incident reporting form available from the school office.
- To report any racist incidents to Lead SMSA and complete appropriate form
- To be aware of and provide for equal opportunities for children and adults
- Such other broadly analogous duties as may be allocated by the Headteacher.

The duties of this post will change and develop over time. It is the post holder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

The Parliamentary Review
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