

MANOR MEAD SCHOOL

School Meal Supervisory Assistant (SMSA)

Job Specification

Job Purpose:

To provide support and help, under the direction of School staff, for all pupils during lunch and to maintain a healthy and safe environment after lunch and during playtimes.

Main Responsibilities:

This job specification serves to indicate the range of duties and responsibilities. It is not exhaustive and cannot cover every eventuality.

1. Pre Lunch
 - a. To lay tables and set out furniture/specialist equipment required. This may involve supervising or aiding a pupil to carry out these tasks.
 - b. To tidy the classroom or set out playtime activities.

2. Lunch Time
 - a. To fetch meals/support pupils to collect meals from hatch. To cut up/chop as directed by School staff
 - b. To feed or support pupils to self feed where required.
 - c. To promote appropriate eating/feeding skills following individual programmes and general guidelines.
 - d. To promote appropriate behaviour at the lunch table, to act as a role model, to encourage social conversation.
 - e. To clear plates, or help pupils to clear plates.

3. After Lunch
 - a. Wash cups, mats, bibs or flannels as needed.
 - b. Wash down any chairs or tables belonging to the Class.
 - c. Change pads or help toilet children as required.
 - d. Change and wash any child who is wet, soiled or sick. Rinse through clothing and bag it up to be sent home.
 - e. Supervise and promote good hygiene skills eg flushing toilet and washing hands.

4. Playtime
 - a. Supervise all children and ensure their safety.
 - b. Deal with minor cuts and grazes. Take any more seriously injured children to the School Nurse.
 - c. Take children to the toilet/to be changed.

- d. Encouraging all children to play and explore. Show them how to play/use equipment appropriately but also give each child some free time.
- e. Join in their games. Praise good behaviour.
- f. Put away all toys. Ensure sheds/garages are locked.
- g. Supervise the return to Class and help pupils, as necessary, to remove outdoor clothing.

NB: Never leave the playground before telling another member of staff where you intend to go and why – always ensure that there will be sufficient staff remaining on duty.

5. General

- a. Fill in Accident or Behaviour reports as needed.
- b. School staff will always advise on individual programmes. The expectations for one pupil will be very different from those of the next. It is the SMSA's duty to ensure that she/he knows what is expected of each pupil.
- c. SMSAs should read Playground Guidelines to support pupils' behaviour.
- d. SMSAs should read the Learning and Communication Passports for the pupils they are supporting.

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Person Specification for the Post of SMSA

Specification	Essential	Desirable
Qualification		First Aid Certificate
Experience	Practical experience with children	Experience of pupils with learning difficulties and challenging behaviour
Disposition/Personality	Tolerant Able to work unsupervised Discreet Outgoing	Able to act on own initiative
Skills	Able to initiate games Able to deal with emergencies Able to communicate effectively with pupils and staff	
Health	Physically fit Able to lift and move furniture and large toys	
Other factors	Able to maintain confidentiality	Willingness to participate in the wider life of the School

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau.