

CANIDATE PACK

School Midday Supervisory Assistant



Start date:
ASAP

Location:
Laleham Rd
Shepperton
TW17 8EL

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

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Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Job Title: School Midday Supervisory Assistant

Salary: H13 on the LSEAT Harmonised Payscale

Contractual Hours: 10 Hours per Week

Contractual Weeks: Term Time Only

Manor Mead is an Outstanding primary school for pupils, age 4-11, with severe, profound and multiple learning difficulties, some with associated autism and Complex Social and Communication Needs (CSCN). We have two sites; one in Shepperton (PMLD, SLD, associated Autism) and one in Virginia Water (CSCN, ASD).

We are looking for friendly School Meal Supervisory Assistants (SMSA's) to support the children at our Shepperton site during the busy lunch-time period.

Manor Mead is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Following the procedures recommended to safeguard children, we will be taking up references if you are shortlisted for an interview. The successful applicant will be required to undertake a DBS check.

General

- Fill in Accident or Behaviour reports as needed.
- 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.
- SMSAs should read Playground Guidelines to support pupils' behaviour.
- SMSAs should read the Learning and Communication Passports for the pupils they are supporting.



Job Description

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

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

2. Lunch Time

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

3. After Lunch

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

4. Playtime

- Supervise all children and ensure their safety.
- Deal with minor cuts and grazes. Take any more seriously injured children to the School Nurse.
- Take children to the toilet/to be changed.
- Encouraging all children to play and explore. Show them how to play/use equipment appropriately but also give each child some free time.
- Join in their games. Praise good behaviour.
- Put away all toys.
- Ensure sheds/garages are locked.
- 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.

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.



Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

Specification	Desirable	Essential
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

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:
isabel.murphy@lsec.ac.uk or
jasmine.cox@lsec.ac.uk

**Closing date: November
2026**

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