

# **St. Andrew's Church of England Primary School**

## **Job Description**

**Title:** School Meals Supervisory Assistant

**Line Manager:** SMSA Team Leader

**Reports to:** Deputy Head Teacher

### **MAIN DUTIES**

#### **Before and after lunch in the hall**

- Be responsible for the putting out and putting away of the school dining tables (as applicable due to Covid)
- Supervise the children in the classrooms, corridors and playgrounds. Collect from the classrooms and escort to the hall if necessary. This includes indoor supervision in bad weather.
- Circulate in the playground to monitor that the children are happy, secure and behaving in an acceptable manner.
- Assist the children with their clothing and monitor that they are appropriately dressed for the weather. See Head Teacher/Deputy Head Teacher for clarification if necessary.
- At the end of service clear hot counter and store/dispose of items as required
- At the end of service clear salad bar and store /dispose of items as required
- Operate dishwasher, loading with dirty crockery cutlery and beakers, remove clean, dry and put away.
- Carry out weekly cleaning tasks (as cleaning schedule)
- Empty all bins
- Sweep kitchen floor
- Mop kitchen floor

#### **During lunch in the dining hall**

- Send children to queue up for their lunch in an orderly, organised way.
- Supervise the general conduct in the hall. To ensure that all children are seated and have their lunch.
- Reinforce acceptable table manners.
- Assist the child with the opening of packets, removal of flask tops etc. To encourage the children to eat what they have brought. Persistent poor eaters should be reported to the Team Leader who will follow up with class teachers.
- Clean up spillages, wipe and put away tables and assist in getting the hall ready for afternoon use (as applicable due to Covid)
- Serve hot/cold meals or salad to pupils and staff
- During any break in service clean trays and operate dishwasher if required

- At all times comply with food hygiene and health and safety regulations

**At all times**

- Be vigilant in the areas of health and safety, e.g. ensuring that all spillages, wet floors etc. are dealt with promptly.
- To encourage the children to be kind and caring, respectful and tolerant of each other. If constant misbehaviour does occur, this must be drawn to the attention of the class teacher. Excessive or continued misbehaviour must be reported to the Head Teacher or Deputy Head Teacher. The Behaviour policy must be followed.
- Be aware of our policy of equal treatment for all. This means discouraging the use of racist or sexist remarks or derogatory remarks and ensuring that all children are treated equally.
- Maintain the confidentiality of the life of the school, ensuring that any problems/difficulties are reported and not dealt with independently or out of school
- To implement School Safety policies and Codes of Practice and at all times have regard for the Health and Safety of yourself and others.
- Any other related duties as may be required on occasion.
- To be aware of school policy and to take advantage of any in-service training offered and to take part in staff meetings and Training Days whenever relevant.

Training will be given before any food is handled

Dated: March 2021

## Person Specification

**Job Title: School Meals Supervisory Assistant (SMSA)**

### **EXPERIENCE**

#### ***Desirable***

- Previous experience of employment as an SMSA.

### **JOB RELATED SKILLS/APTITUDE**

#### ***Essential***

- Ability to work as part of a team.
- Ability to work using own initiative.

### **PERSONAL QUALITIES**

#### ***Essential***

- Some duties which would require a candidate to be physically fit e.g. must be able capable of heavy lifting of materials
- Flexible.

### **EQUAL OPPORTUNITIES**

#### ***Essential***

- Commitment to treating all colleagues, children and parents equal, regardless of race, gender, ethnicity or disability.

### **SPECIAL REQUIREMENTS**

#### ***Essential***

- Sympathy with the aims and ethos of a Church of England School.