**School Meal Supervisory Assistant – Level 1**

**Job Description and Person Specification**

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| **Confirmation of post details:** | |
| **Post holder:** | **Job Title: School Meal Supervisory Assistant**  **(Level 1)** |
| **Service:** | **Responsible to:** |
| **Primary contacts:** | **Grade: NJC 2 (£22,366)** |
| **Location:** | **Any specific working arrangements:** |

***This job description is a guide to the work you will initially be required to undertake and may be reviewed from time to time to meet changing circumstances.***

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| **Job Description:** |
| **Purpose of role:** |
| The School Meal Supervisory Assistant is responsible:   * To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break. * To work as part of a team in liaison and co-operation with class teachers, other mealtime supervisors, kitchen staff, parents and governors. |
| **Roles and Responsibilities** |
| * To supervise the welfare and safety of children in the dining hall, playground and school premises during the school lunch break * To supervise the entrance and exit of children from the dining area * To set up and lay the tables for lunchtimes and to wipe trays in dining hall * To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures * To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate * To check packed lunch boxes for allergy related items, such as nuts * To be aware of any child’s specific dietary needs, such as allergies, intolerance, cultural or religious * To be aware of and cater for any child’s additional support needs, such as autism, diabetic etc. during the mealtime break * To support child’s independence by encouraging good social behaviour at mealtimes, such as correct use of cutlery, noise levels * To deal with any disagreements between children in a fair manner * To look out for and report any child who is isolated or upset to the appropriate person * To report any incident with child(ren) to class teacher and complete incident report/alert form * To ensure that all tasks are carried out in compliance with Health and Safety policies and requirements. * To work in accordance with the schools’ ethos and policies on equal opportunities, behaviour, discipline and bullying * To supervise older children who assist/mentor younger children at mealtimes * To initiate play activities in playground * May be named as a qualified first aider and to administer first aid as appropriate (after training) |
| **Support for the school:** |
| * Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend relevant meetings as required * Participate in training and other learning activities and performance development, as required * Assist with the supervision of pupils out of lesson times as appropriate * Ensuring all duties and responsibilities are undertaken in line with the school’s Health and Safety Policy.   To ensure that a high level of confidentiality is maintained in all aspects of work.  *A. So far as reasonably practicable, the post holder must promote safe working practices by employees and in premises/work areas for which the post holder is responsible for maintaining a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.*  *B. Work in compliance with the Codes of Conduct, Regulations and policies of the Newman Catholic Trust and its commitment to equal opportunities*  *C. Ensure that output and quality of work is of a high standard and complies with current legislation/standards* |

*This list is not exhaustive and the jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by their line manager.*

*This job description may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.*

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| Signed employer: |  | Signed employee: |  |
| Date: |  | Date: |  |

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| **Person Specification: SMSA Level 1** | | |
| **Qualifications/Training** | **Essential** | **Desirable** |
| Good numeracy and literacy skills |  |  |
| Willingness to undertake training and attend courses as required, such as first aid, games, behaviour |  |  |
| First aid qualification |  |  |
| **Knowledge/Skills** |  |  |
| Experience of working with children, ideally in an educational setting |  |  |
| Knowledge of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying etc. |  |  |
| Knowledge of cultural and religious dietary requirements |  |  |
| Knowledge of food allergies |  |  |
| Ability to follow verbal and written instructions |  |  |
| Ability to supervise groups of children and encourage good behaviour within dining areas and playgrounds |  |  |
| Ability to ensure the welfare and safety of children throughout the mealtime break |  |  |
| Ability to establish good relationships with staff and pupils |  |  |
| **Behaviours** |  |  |
| Work within and comply with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline |  |  |
| Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children at mealtime break, such as minor injuries, incidents of bullying, deciding when to call for additional help |  |  |
| Work constructively as part of a team |  |  |
| Open and honest |  |  |