



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
St Clare Catholic Multi Academy Trust

This school is committed to creating and nurturing a Christian ethos, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB DESCRIPTION

SCHOOL MEALS SUPERVISORY ASSISTANT

Grade 1

Responsible to Office Manager

Purpose of the Job

- Supervision of pupils on school premises
- Maintenance of good order and discipline
- Encouraging positive pupil attitudes
- Appropriate communication
- Support for the School

Key Tasks to Achieve Outcomes

Supervision of pupils on school premises

- To supervise areas, both indoors and outdoors
- To supervise outdoor areas, corridors, toilet areas, classrooms etc, as required
- To supervise children eating their meal on school premises, in specified areas set aside for dining purposes
- To supervise queues waiting to enter specified dining areas, as required

Maintenance of good order and discipline

- To be aware of behaviour procedures in school and to act in accordance with them
- To monitor allocated areas to ensure welfare and discipline is maintained
- To record any accidents or incidents appropriately
- To pass on relevant information to appropriate staff

Encouraging positive pupil attitudes

- To encourage pupils to maintain hygiene standards (eg washing hands after toileting)
- To encourage pupils to leave all areas in a tidy condition
- To encourage good relations between pupils through informal discussion and play situations
- As appropriate to organise the distribution and collection of lunchtime games
- In any area under supervision, as necessary encourage pupils to behave in an appropriate manner

Appropriate communication

- Report accidents or other abnormal occurrences (including behaviour of pupils) immediately to the Senior Supervisor or, in emergency, directly to the SLT
- All accidents involving any part of the head to be written in the Accident Book and reported to the first aider
- All accidents which result in any form of bleeding to be entered into the Accident Book and reported to the first aider
- As necessary, pass on verbal or written information to the Senior Supervisor or appropriate staff



Support for the School

- To contribute to the overall ethos and aims of the school
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security and data protection, reporting all concerns to an appropriate person
- To participate in training and other learning activities as required
- To carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post
- To ensure confidentiality at all times

Indicators of Performance

The Line Manager will evaluate the performance of the SMSA through:

- Evidence of a safe, happy environment at lunchtimes, characterised by good order and discipline
- Positive, mutually respectful relationships with pupils
- Positive relationships with colleagues
- Appropriate communication in line with school policy