JOB DESCRIPTION – SCHOOL MEALS SUPERVISORY ASSISTANT (SMSA)

Job title	1x School Meals Supervisory Assistant (SMSA) 1x School Meals Supervisory Assistant (SMSA) Supply as and when
Ealing GLPC Grade	Scale 2
School	
Post No	
Line manager	The Headteacher / Senior SMSA
Supervisory responsibility	None
Hours	
Closing date	Tuesday 17th November 2026
Interview date	Week beginning 23rd November 2026

Main purposes of the job

- To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

1. To supervise children actively at all times during lunchtime on the school premises, ensuring all areas being used by pupils are appropriately monitored.
2. To promote the school's behaviour expectations and manage low-level behaviour and minor incidents calmly and consistently in line with the school's behaviour policy.
3. To engage with children and encourage purposeful, positive and co-operative behaviour throughout the lunchtime period.
4. To support pupils in developing positive social skills, including sharing, turn-taking, cooperation and resolving minor disagreements.
5. To monitor the dining room, playground and indoor areas during wet lunchtimes and ensure pupils remain safe and appropriately supervised.
6. To remain alert to potential hazards, including spillages, and take appropriate action immediately to minimise risks and prevent accidents.
7. To follow the school's safeguarding and child protection policies and procedures and report concerns promptly to the Designated Safeguarding Lead (DSL) or appropriate member of staff.
8. To maintain appropriate professional boundaries with pupils and ensure all interactions are in accordance with school safeguarding procedures.
9. To take reasonable precautions whilst in charge of children to ensure that they do nothing likely to injure themselves or others.
10. To respond appropriately to accidents, injuries and illness, seeking assistance from the designated first aider or appropriate member of staff in accordance with school procedures.

11. Where appropriately trained, to administer first aid in accordance with school policy and training received.
12. To follow emergency procedures, including fire evacuation, lockdown and other emergency arrangements, as required.
13. To recognise and respond appropriately to individual pupils' needs, including SEND, medical needs, allergies or other relevant circumstances where information has been provided by the school.
14. To deal calmly and appropriately with incidents of conflict, bullying or inappropriate behaviour and report significant incidents to the appropriate member of staff.
15. To remain vigilant regarding visitors and unfamiliar persons on the school site and immediately report any concerns to the appropriate member of staff in accordance with the school's security procedures.
16. To inform the appropriate member of staff of significant positive and negative behaviour, incidents or concerns arising during lunchtime.
17. To keep the appropriate person informed of any information that may relate to a child's health, safety or welfare.
18. To communicate effectively and professionally with pupils, teachers, support staff and other members of the school community.
19. To contribute to effective handover of relevant information at the end of the lunchtime period.
20. To maintain confidentiality regarding pupils, families and school matters and not disclose information except where authorised or required under safeguarding procedures.
21. To act as a strong, positive role model for children and other staff.
22. To promote equality and inclusion and ensure all pupils are treated fairly, respectfully and with dignity.
23. To attend staff meetings, briefings and appropriate training when required.
24. To adhere to all the school's policies and procedures, including safeguarding, health and safety, equality and behaviour policies.
25. To undertake broadly similar duties commensurate with the level of the post.

Person specification

Essential

- Experience of working with or caring for children.
- Ability to communicate effectively with children and adults.
- Ability to work positively as part of a team.
- Ability to establish positive relationships with pupils.
- Ability to manage behaviour calmly and consistently.
- Awareness of safeguarding and child protection responsibilities.
- Ability to remain vigilant and respond appropriately to potential risks.
- Reliable, punctual and able to work within school policies and procedures.
- Commitment to promoting the welfare and safety of children.

Desirable

- Previous experience as a midday supervisor/SMSA or in a school setting.
- First Aid training.
- Experience of supporting children with SEND.
- Understanding of positive behaviour management strategies.

Signatures – line manager and job holder

Signature of Manager	
Date	
Signature of Post Holder	
Date	