OLDFIELD PRIMARY SCHOOL

Greenford, London Borough of Ealing

Person Specification

Post: School Meals Supervisory Assistant (SMSA) / Supply School Meals Supervisory Assistant
Salary: Ealing Scale 2
Responsible to: Senior Leadership Team / Designated Lunchtime Supervisor

Essential and Desirable Criteria

Criteria	Essential (E) / Desirable (D)
1. Qualifications and Experience	
Experience of working with or caring for primary-aged children.	E
Previous experience of working in a school or educational setting.	D
Experience of supervising groups of children.	D
Understanding of the needs of children with SEND.	D
Willingness to undertake relevant training, including safeguarding, first aid and behaviour management.	E
2. Knowledge and Understanding	
Understanding of the importance of safeguarding and child welfare.	E
Awareness of health and safety requirements when supervising children.	E
Understanding of positive behaviour management and the importance of consistent expectations.	E
Awareness of the importance of inclusion, equality and respecting diversity.	E
Understanding of confidentiality and the importance of following school policies and procedures.	E
3. Skills and Abilities	
Ability to communicate clearly, positively and appropriately with children and adults.	E
Ability to build positive and respectful relationships with pupils.	E
Ability to supervise children effectively in the dining hall and playground.	E
Ability to manage minor behaviour incidents calmly, fairly and consistently.	E
Ability to recognise potential risks and respond appropriately to ensure pupils' safety.	E
Ability to work collaboratively and follow instructions from colleagues and senior staff.	E
Ability to support pupils with additional needs, including SEND, with guidance and training.	E
Ability to encourage positive play, good manners, independence and social interaction.	E
4. Personal Qualities	
Reliable, punctual and committed to fulfilling the responsibilities of the role.	E
Calm, patient, caring and approachable manner.	E
Positive attitude towards children and their learning and development.	E

Observant, proactive and able to use initiative appropriately.	E
Flexible and willing to support colleagues when required.	E
Commitment to promoting the school's inclusive ethos and values.	E
Ability to remain professional and maintain confidentiality.	E
5. Safeguarding and Professional Responsibilities	
Commitment to safeguarding and promoting the welfare of children.	E
Willingness to follow the school's safeguarding, behaviour and health and safety policies.	E
Ability to report concerns promptly to the appropriate member of staff.	E
Willingness to complete all required pre-employment checks, including an enhanced DBS check.	E

Additional Requirements for Supply SMSA

The successful supply candidate will also be expected to:

- Be flexible and available to work at short notice, where possible.
- Adapt quickly to different groups of pupils and lunchtime routines.
- Follow established school procedures and staff instructions.
- Maintain the same high standards of supervision, safeguarding and professionalism as permanent members of staff.

Selection Process

Applications will be assessed against the essential and desirable criteria outlined above.

Assessment methods:

- **A – Application form:** Relevant experience, skills and suitability.
- **I – Interview:** Knowledge, communication, behaviour management and safeguarding understanding.
- **R – References:** Reliability, professionalism and suitability to work with children.

Safeguarding and Equal Opportunities

Oldfield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment will be subject to satisfactory pre-employment checks, including an enhanced DBS check and appropriate references.

Oldfield Primary School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.