

Job Description - School Meals Supervisory Assistant

PURPOSE OF JOB:

- To supervise children during the lunchtime break, this includes managing and supporting the children's play opportunities.
- To work co-operatively and in close partnership with all SMSA colleagues.
- To be vigilant and alert to all aspects of health & safety during this time.

DIRECTLY RESPONSIBLE TO: *The Site Manager*

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES:

- To supervise the children in the dining area. To ensure that lunchtime is a positive and enjoyable experience both in the dining hall and playground.
- To set up cutlery/drinks and trays for the children and ensure the tables and chairs are tidy.
- To assist children with eating their packed lunch, choosing and eating their school dinners.
- Be vigilant in the area of safety, ensuring that wet floors, spills etc which could be hazardous to the children are dealt with promptly.
- To assist with the cleaning and tidying in the dining hall area where appropriate.
- To escort the children, after lunch into the playground. To occupy the children as appropriate using various games and activities in the playground or classrooms during wet play.
- Wet play: The Headteacher / Deputy Head is responsible for deciding whether the children can go out to play. If the children are brought in, each class will need to be supervised within the classroom setting, where there will be access to wet play boxes.
- To be aware of the racial groups within the school population and the Authority's policy of equal treatment for all. This means discouraging the use of racist or sexist remarks, or derogatory terms about disabled people. Amongst the children and, under no Circumstances using such remarks to or about the children.

- To ensure any injuries incurred during the mid-day break are attended to and the details entered into the accident book in the medical room. Serious accidents must be reported to the Headteacher and an accident form completed.
- To report any incidents of bullying to the Headteacher or appropriate member of staff.
- To ensure that running and unruly behaviour within the school e.g. corridor areas to be discouraged.
- To support and encourage children's behaviour as positively as possible. Please refer to school behaviour guidelines/policy.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Ensure lights and other equipment are switched off as appropriate.
- Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.
- Contribute to the overall ethos, work and aims of the school.
- Attend relevant meetings and participate in training and development activities and programmes as required.
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.

Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

At RPT schools, every child is part of RPT's safe, respectful and vibrant community, in which they are effectively supported to learn, develop and build positive relationships with others. All staff must demonstrate commitment to safeguarding and will participate in an Induction process as well as undertake necessary safeguarding training.



c/o Manor School
Chamberlayne Road
Kensal Rise
London
NW10 3NT

Tel: 020 8968 3160 Fax: 020 8968 3075
Email: enquiries@manor.brent.sch.uk

I agree to undertake the duties listed above.

Signed Date: