



Respect - Determination - Cooperation - Equality - Honesty - Kindness

School Meal Supervisory Assistant (SMSA) Job Description

5 hours per week (Monday – Friday) 1 hour daily
Term Time only

Main Purpose of the Job

To supervise pupils during the lunch period across the dining hall, playground, and school premises, ensuring their health, safety, welfare, and positive behaviour in line with school policies. The role also involves supporting pupils' physical and emotional wellbeing while maintaining good order and discipline under the direction of senior staff.

Dining Hall Duties

- Supervise pupils at all times during lunchtime.
- Organise entry/exit, seating, and queues to maintain a calm atmosphere.
- Encourage and assist pupils with eating, including those with special dietary needs or disabilities.
- Promote good behaviour in line with the school's behaviour policy.
- Support with returning, scraping, and stacking plates when necessary.
- Clean up spillages promptly to maintain a safe environment.

Playground & Field Duties

- Ensure pupils are appropriately dressed for the weather.
- Supervise entrances/exits to prevent children leaving the playground.
- Monitor pupil behaviour, friendships, and wellbeing, offering emotional support when needed.
- Actively engage as a play leader, joining in games and activities.
- Discourage unsafe behaviour and manage incidents appropriately, reporting to senior staff when required.

Other Duties

- Supervise pupils indoors during wet play or when outdoor play is not possible.
- Uphold the school's equal opportunities policies, addressing incidents of racism or sexism in line with procedures.
- Respond appropriately to accidents or injuries, following agreed school protocols.
- Be a positive role model for pupils and colleagues.
- Adhere to all school policies, including safeguarding and health & safety.
- Participate in relevant training and professional development.



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Personal Specification

Knowledge & Experience

- First Aid qualification (or willingness to undertake training).
- Understanding of basic hygiene procedures.

Abilities & Aptitudes

- Ability to handle a wide range of situations with patience, confidentiality, courtesy, sensitivity, and good humour.
- Strong teamwork skills.
- Ability to follow instructions and procedures consistently and fairly.
- Ability to build appropriate relationships with pupils while maintaining professional boundaries.
- Flexibility to adapt to change when required.

General Accountabilities

- Undertake additional duties as reasonably requested.
- Support continuous improvement in personal performance and team effectiveness.
- Promote safe working practices in line with the school's Health & Safety Policy.
- Work in compliance with the school's code of conduct, regulations, and equal opportunities commitment.
- Ensure high standards of work output and compliance with legislation.
- Provide a professional role model in presentation, punctuality, and behaviour.
- Establish effective professional relationships within the school.
- Take responsibility for personal professional development, including performance management and agreed targets.
- Attend meetings as requested by the line manager.