

SITWELL JUNIOR SCHOOL

An Academy

Part of the Inspire Trust



TITLE OF POST: School Meals Supervisory Assistant

SALARY SCALE/POINT: C Point 10

LINE MANAGER: TBC

Main Purpose

To support pupils in improving their social skills through good behaviour and play.

Duties include

- To encourage pupils to queue in a safe and appropriate manner when collecting food, moving round the dining room with food and while eating food;
- To ensure health and safety regulations are followed by making pupils aware of spilt food and drink and ensuring the cleaning of appropriate areas is completed with immediate effect;
- To administer basic emergency first aid to pupils as needed and to ensure relevant paper work is completed and staff informed;
- To encourage safe play;
- To support pupils with educational activities;
- To make pupils aware of dangers especially during inclement weather;
- To ensure pupils do not leave the school grounds without permission;
- To support the safety of pupils by challenging any unknown visitors who may enter the school grounds.

Appropriate First Aid training will be required.

The following knowledge/skills will be required:

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Understanding of principals of child development and learning processes.
- Ability to relate well to children and adults.

APPRAISAL

Targets to be set and reviewed annually, identifying strengths and areas for further development. Objectives/targets in line with the Appraisal Policy, DfES regulations, School Pay Policy.

FURTHER STATEMENT

The job description and allocation of particular responsibilities may be amended from time to time.

Sitwell Junior School – Person Specification: SMSA post

	Personal Skills Characteristics	Essential	Desirable	Method of Assessment
1	Qualifications and Experience			
1a	NVQ Level 2 for Teaching Assistants or equivalent qualifications or experience		✓	CQ
1b	GCSE Grade C or above Maths and English		✓	CQ
1c	Emergency first aid training		✓	CQ
1d	Professional development in Maths and English		✓	AF, I
1e	Experience in developing and implementing IEPs and care plans		✓	AF, I
2	Support for Duties			
2a	Provide general support for the children <ul style="list-style-type: none"> • To encourage pupils to queue in a safe and appropriate manner when collecting food, moving round the dining room with food and while eating food; • To ensure health and safety regulations are followed by making pupils aware of spilt food and drink and ensuring the cleaning of appropriate areas is completed with immediate effect; • To encourage safe play; • To support pupils with educational activities; • To make pupils aware of dangers especially when inclement weather; • To ensure pupils do not leave the school grounds without permission; 	✓		R, I
2b	Be aware of policies and procedures relating to child protection	✓		R, I
2c	Have awareness of and be supportive of equal opportunities	✓		R, I

	Personal Skills Characteristics	Essential	Desirable	Method of Assessment
2d	Establish and maintain constructive relationships with parents/carers	✓		I, R
2e	A good team player	✓		I, R
2f	Goes over and above the expectations of the role	✓		I, R
3	Personal Qualities			
3.1	Conscientious, honest and reliable	✓		I, R
3.2	Able to make carefully considered decisions	✓		I, R
3.3	Ability to work on own initiative	✓		R
3.4	Ability to communicate with a range of adults and pupils	✓		I, R
3.5	A commitment to self-improvement	✓		AF, I
3.6	Capacity to motivate, inspire and challenge young people	✓		I, R
3.7	Ability to establish and maintain good relationships with a range of adults and pupils	✓		I, R
3.8	Inclusive	✓		AF, I, R
3.9	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	✓		I
3.10	Ability to identify risks within personal objectives	✓		AF, I
3.11	A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	✓		I
4	Mandatory Requirements			
4.1	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓		C

	Personal Skills Characteristics	Essential	Desirable	Method of Assessment
4.2	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓		AF
4.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓		AF
5	Physical Requirements			
5.1	Health and physical capacity for the role.	✓		I, R
5.2	A good attendance record in current employment, (not including absences resulting from disability)	✓		I, R

Key to abbreviations:

AF Application Form

R References

I Interview

CQ Certificate of Qualification

OT Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed)

C Criminal Records Check

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.