



## **SCHOOL MIDDAY SUPERVISORY ASSISTANT (SMSA)**

### **Person Specification**

#### **Essential Skills**

- The ability to work as part of a team.
- The ability to work under own initiative.
- The ability to follow instructions.
- The ability to supervise children.
- An interest and willingness to undertake appropriate training as offered.

#### **Personal Qualities**

##### **Essential**

- Patient, tolerant, sympathetic
- Enjoy being with children.
- Hardworking and conscientious.
- A willing to be flexible.
- A respect of confidentiality.
- Previous experience of working /helping within a school.
- A First Aid qualification.

## **CAMROSE PRIMARY SCHOOL with NURSERY**

### **Midday Supervisor**

#### **Job Description**

The purpose of the position is to be responsible under the direction of the Headteacher and the Senior Midday Supervisor for securing and maintaining the safety, welfare and good conduct of pupils during the midday break. To ensure break times and lunchtimes are controlled and enjoyable occasions.

The main duties include: supervision and control of pupils and associated ancillary duties both inside and outside the school buildings, including cloakroom areas and corridors.

1. Supervision of children in the hall during mealtimes – to include hand-washing, ensuring the room is cleared away after the meal, maintaining good behaviour and control.
2. Supervision of general conduct at all times – to include quiet and orderly movement around the school especially on the stairs.
3. Supervision of the children in the playground ensuring good standards of behaviour at all times. Each SMSA should take particular responsibility for their designated playground area.
4. Exercising vigilance in respect of health and safety – ensuring that no spillages are left in the hall after mealtimes and reporting any unsafe practices to the Senior Midday Supervisor.
5. On wet days, supervising the children in various games and activities in the classrooms as allocated by the Senior Midday Supervisor. Ensuring that there are no inappropriate games being played which could cause a Health & Safety issue.
6. In the case of an injured child – to assess the problem and call for the assistance of the designated first aider or delivering the pupil to the Welfare Room for first aid.
7. Encouraging Healthy eating (by giving stickers on sandwich tables).
8. Ensure the children follow the schools Healthy Eating Policy by not bringing sweets, chocolate or chewing gum to school.
9. Undertake such other broadly similar duties as may be allocated by the Headteacher or representative.
10. Attending meetings from 11am -11.40am with the designated staff member to discuss issues or for training purposes.