

**DEPARTMENT:** CYPS

**SCHOOL:** ILMINSTER AVENUE NURSERY SCHOOL  
**JOB TITLE:** School Meals Supervisory Assistant (SMSA)

**GRADE:** BG3

**MANAGED BY:** Acting Headteacher

**Purpose of the Job**

To supervise, guide and assist children during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period.

**Key Job Outcomes**

1. To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting.
2. Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour
3. Work to council and school policies to maintain a safe environment for pupils and other staff.

**General Accountabilities**

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, safety and Welfare policy, departmental policies and codes of practice
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Updated document, replacing that of job defines and evaluated in Avon pre1996 as Manual Grade 2.  
Head of ..... School

**Date of Job Description:**