

**BRISTOL CITY COUNCIL
JOB DESCRIPTION**

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| DEPARTMENT: | Education & Lifelong Learning |
| SCHOOL: | SUMMERHILL INFANT SCHOOL |
| JOB TITLE: | School Meals Supervisory Assistant (SMSA) |
| GRADE: | 2 |
| MANAGED BY: | Headmaster |

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 high standards 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 pre 1996 as Manual Grade 2.

Head of Summerhill Infant School

Date of Job Description: July 2023