

Generic Person Specification Special School SMSA

Job title:	School Meals Supervisory Assistant	Ealing GLPC Grade:	Scale 2
School:	St. Ann's School		
Line manager:	Headteacher / Senior SMSA		
Hours:	10 HOURS PER WEEK (2hrs per day Monday-Friday) 12.0 – 2.00 p.m. TERM-TIME ONLY (39 WORKING WEEKS PER YEAR) SALARY: Scale 2 Spinal Pt 3-4 £4111.00 - £4184.93 (£13.31 per hr to £13.52 per hour) Start Date: October 2023		

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Knowledge, Skills and Abilities

1. Ability to work as part of a team, form good relationships with other colleagues to ensure effective lunchtime supervision.
2. To be able to form good relationships with the children.
3. Ability to maintain confidentiality over matters relating to the school, with pupils, staff or parents.
4. To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.
5. To be able to deal with inappropriate behaviour in a calm and non-judgemental way, following school guidance.
6. To be able to put into practice school based training in a variety of areas including sign language, manual handling and toileting.
7. To be able to engage the children in play being aware of pupil age and disability.
8. To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
9. Ability to stay calm and be patient and understanding when dealing with the children.
10. To be able to deal fairly and consistently when dealing with the children.
11. Good communication skills.
12. Ability to adhere to and implement the Council's Equal Opportunities Policy.
13. Have a DBS check and clearance.
14. To be responsible for promoting and safeguarding the welfare of children and young people within the school.