"Inspiring a love of lifelong learning"

Headteacher: Mrs N Kelly
Deputy Headteachers: Mrs J Dunmall & Miss L Innes
Chair of Governors: Miss H O'Brien
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VACANCY

Permanent

SCHOOL MIDDAY SUPERVISORY ASSISTANT (SMSA)

Term time only: 9.17 hours per week – 11.50am– 1.40pm daily

Salary: £6,128.24

We have a vacancy for a School Midday Supervisory Assistant (SMSA) to start in the Spring Term 2027

You will:

- **Be patient, friendly and approachable**
- **Be kind and caring**
- **Be firm and fair**
- **Be a good team player**
- **Have a positive outlook**
- **Have a Values based approach to managing all behaviours**

How to Apply

Please email office@charvilleacdemy.org to request an application form, marking your email for the attention of Mrs Finnan.

Completed application forms should be returned by email to office@charvilleacademy.org for the attention of Mrs Finnan, or hand-delivered to the school's Main Reception.

Closing date: Wednesday 25th November *2026 at 12 noon*
Interviews: Thursday 26th November 2026 – AM Appointments

Charville Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment checks. Please refer to our Child Protection & Safeguarding Policy

JOB DESCRIPTION

School Midday Supervisory Assistant (SMSA)

Purpose of Role

Responsible to the School's Governing Body - reporting to the SMSA Supervisor

To be an active part of the Lunch Service Team, providing a lunch service to the pupils.
Ensure the pupils are adequately assisted and accommodated in a clean and pleasant environment during their lunch break, whilst maintaining good order and discipline.

Main Activities and Duties:

During Lunch Service

- Control the entry of pupils to the dining hall.
- Ensure that behaviour is consistent with the school's Behaviour Policy.
- Monitor pupil's food intake and inform the class teacher where there is an on-going concern.
- Assist with the service of hot meals, salad and packed lunches.
- Always encourage and praise healthy meal choices.
- Ensure all menu items are available at the service areas.
- Advise cooks if items need replenishing.
- Assist pupils who need help with their lunch.
- Ensure the pupils abide by the dining room rules.
- Assist pupils in the clearing area.
- Wipe tables in between use.
- If time permits, wipe any trays that do not require dishwashing and return to the service counter.
- Deal with any spillages in a timely manner to ensure safety.

In the Playground

- Ensure that pupils in the playground are never left unsupervised.
- Take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
- Supervise, support and assist pupils while they are playing in the playground, on the field or in the classrooms (if raining) by creating and engaging in play opportunities.
- Help to resolve friendship issues and deal with minor incidents of inappropriate behaviour. Refer serious incidents in line with School Policies.
- Direct pupils with minor and more serious injuries to the qualified first aider at the First Aid Point.
- In the event of sickness, refer the pupil to the qualified first aider, cover the affected area and alert the Site Team.

Other Duties

- Carry out any other reasonable request of the Headteacher.
- Be willing to undertake training and professional development in order to provide the most effective support to the school.

- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of the school's changing needs as the school requires flexibility in all of its employees.
- This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and Job title.

Person Specification

Qualifications and Experience

- Must be available to work every day during school term time
- Experience working with or caring for children and young people (desirable)
- The ability to read, write and verbally communicate in good English
- Experience leading play activities
- First Aid Qualification (desirable)

Knowledge & Understanding

- Ability to interact and communicate well with young children, in a positive, warm, kind and assertive manner
- Positive approach and experience in managing challenging situations including behaviour
- Must be able to meet the physically demands of the role, in order to supervise children outdoors for reasonably long periods of time, in all weathers.