CLIFTON
PRIMARY SCHOOL

Headteacher: Mrs Lori Greenglass

Clifton Primary School
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Southall
Middlesex
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www.cliftonprimaryschool.com

Senior SMSA Advert

Post commences: January 2027
Contract type: Part Time - Term Time Only
Hours: Mon - Fri - 11.30am - 1.30pm
Contract term: Permanent
Pay Scale: Scale 3 (Spinal Points 5-6)
Supervisory responsibility: SMSAs
Line manager: Deputy Headteacher

Clifton Primary School is looking to appoint a reliable, enthusiastic and proactive Senior School Meals Supervisory Assistant (Senior SMSA) to coordinate our lunchtime team and help ensure that all children have a safe, positive and enjoyable lunchtime experience.

The successful candidate will take responsibility for the day-to-day coordination of our SMSA team, allocating duties, providing guidance to colleagues and ensuring that children are appropriately supervised throughout the lunchtime period. They will work closely with the Senior Leadership Team to ensure that lunchtime routines run smoothly and that the school's expectations are consistently followed.

We are looking for someone who:

- Is confident in coordinating and directing a team of staff.
- Has good communication, interpersonal and organisational skills.
- Is reliable, punctual and able to use their initiative.
- Can develop positive relationships with children and adults.
- Is calm, patient and professional when dealing with challenging situations.
- Can promote positive behaviour and encourage purposeful and inclusive play.
- Understands the importance of active supervision and maintaining children's health, safety and wellbeing.
- Is able to follow school policies and procedures and support others in doing so.
- Is committed to safeguarding and promoting the welfare of all children.

We can offer:

- A welcoming, diverse and inclusive school community.
- Friendly and enthusiastic children.
- A supportive Senior Leadership Team.
- Opportunities for relevant training and professional development.
- An opportunity to make a meaningful difference to children's daily experiences at school.

At Clifton Primary School, our values of Respect, Determination, Care and Unity underpin everything we do. We are looking for someone who shares these values and is committed to ensuring that every child feels safe, supported and included.

Safeguarding and safer recruitment

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Further information can be found at: https://www.gov.uk/government/collections/dbs-checking-service-guidance–2

In line with Keeping Children Safe in Education (KCSIE) and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. These searches will be limited to publicly available information and will form part of our safeguarding and safer recruitment procedures to help assess candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence where appropriate.

How to Apply

Application packs can be downloaded from our school website at Vacancies

Your application should include:

- Fully completed Application Form
- Supporting Statement (Part 10 of the application form). This can be typed straight onto the application form paperwork, or you may wish to attach it as a separate document alongside the application form.

Your supporting statement should cover the criteria for shortlisting in the person specification. In some instances, For each criterion, please explain/give examples of how your skills, knowledge and experience make you suitable for the job.

Please email all completed application forms to: admin@cliftonprimary.ealing.sch.uk

Please note, in complying with Safer Recruitment Guidance we do not accept CVs.

Closing date: 9am on Friday 4th December 2026
Interview date: Wednesday 9th December 2026