CLIFTON
PRIMARY SCHOOL

Headteacher: Mrs Lori Greenglass

Clifton Primary School
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Southall
Middlesex
UB2 5QP

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Senior SMSA Job Description

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

Main Purposes of the Job

- To ensure the health and safety of children at lunchtimes under the direction of the appropriate person as identified by the school.
- Under the direction of the appropriate person, to lead the team of SMSAs ensuring the supervision of children at all times.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main Responsibilities and Tasks

1. To allocate the duties of other SMSAs and make arrangements for cover as appropriate and help train and support the work of the SMSAs.
2. To ensure that SMSAs are appropriately deployed and that all designated areas are adequately supervised throughout lunchtime.
3. To supervise the children at all times during lunchtime on the school premises.
4. Ensure that the children are behaving appropriately in line with the schools behaviour policy at all times including the dining room, playground and during wet lunch times.
5. To engage with the children and ensure that they are active in purposeful and co-operative behaviour throughout the lunchtime period.
6. To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
7. In the event of any spillage, to take any necessary action to avoid possible accidents.
8. To challenge and report any stranger on site.
9. Keep the appropriate person informed of any information that may relate to a child's health and safety.

10. In the event of any injuries, deal immediately with the situation referring to the appropriate person and following the school’s policy and procedures.

11. To support the smooth running of lunchtime, including the dining hall, playgrounds, transitions and wet lunchtime arrangements.

12. To be aware of and fol the school's policy and procedures on child protection.

13. To support SMSAs in implementing the school's Behaviour Policy consistently.

14. Inform the appropriate member of staff in regard to behaviour at lunchtimes this includes positive and negative behaviours.

15. Ensure that you are a strong, positive role model for the children and other staff.

16. To undertake broadly similar duties commensurate with the level of the post.

17. To adhere to all the school’s policies.

18. Actively participate in any appropriate training when required.