



WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

September 2021

Dear Colleague

SCHOOL MEALS SUPERVISORY ASSISTANT (LUNCHTIME)

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is at **9.00am on Monday 27th September 2021**

I look forward to hearing from you.

Yours sincerely

Susan Hammond
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk



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SCHOOL MEALS SUPERVISORY ASSISTANT (SMSA) Term Time Only – Grade 1 Point 4 £3,644 per annum

We require a School Meals Supervisory Assistant (SMSA) to oversee the students during the lunch break and to help with the cleaning of the staffroom kitchen. All students in Years 7-11 stay on the school site at lunchtime and so the Dining Hall is bustling. The hours of work are 1.5 hours per day, starting at 12.15pm.

JOB DESCRIPTION

- * Before the lunch bell, ensure the dining hall is ready for the students
- * During meal times, supervise students and encourage them to act responsibly, to place crockery and cutlery at the collecting points and their litter and leftovers in the bin before leaving the dining hall
- * Be vigilant about Health & Safety e.g. assist with the cleaning up if a spillage or breakage occurs
- * In the case of an ill child, assess the problem, calling for the assistance of the appropriate first aider or delivering the student to the medical room
- * At the final lunch bell encourage the remaining students to leave and assist the canteen staff with the final clearing up
- * Assist in maintaining cleanliness and tidiness e.g. by wiping down tables when students vacate them and taking any lost property to Student Services
- * Clean the staff kitchen area, filling the dishwasher and cleaning the work-surfaces and fridges as required
- * Assisting with any other tasks, commensurate with the post, as requested by your line manager or member of the senior management team

PERSON SPECIFICATION

The person appointed must:

- * Be enthusiastic and hardworking
- * Be committed to the school's inclusive ethos and Equal Opportunities Policy
- * Be committed to the safeguarding and promoting the welfare of young people
- * Be able to communicate clearly with students and staff
- * Be a positive team player, willing to assist and support, where needed and believe in the importance of team work and a collaborative approach
- * Be able to establish and maintain friendly but firm relationships with students
- * Be able to act on her/his own initiative as necessary
- * Be able to remain calm and professional at all times
- * Have excellent punctuality and attendance

The job description is subject to amendment and will be reviewed from time to time and modified in the light of the changing needs of the school.

Experience of working with young people, possibly in a school setting, is not essential but could be an advantage

September 2021