

St Peter's



Church of England  
Primary School

# School Meals Supervisory Assistant JG1C

Job Information Pack

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# St Peter's C of E Primary School

## Welcome from our Co- Headteachers

On behalf of the children, staff, and governors, we welcome you to St Peter's Church of England Primary School in Portishead.

We are a welcoming, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care.

We think of excellence in three different ways:

**Excellence in who we are** - we aim to ensure that all our children are becoming people who are kind, generous and respectful individuals.

**Excellence in all we do** - we aim to ensure that each of our children becomes an enthusiastic, resilient learner.

**Excellence in our service with others** - we aim to help all our children to become people who want to work to make the world a better place.

We are extremely proud of our school and the achievements of all of our children.

## *In 2020, SIAMS said:*

*"There is a **passionate team commitment**, which enables all pupils to make 'marvellous mistakes' that build character, perseverance and excellence in the choices they make. Consequently, behaviour is of the highest standard. Relationships are close and harmonious."*

## *In 2019 Ofsted said:*

*St Peter's has teachers with a wealth of specialist knowledge in the teaching of reading and phonics.*

*Pupils are making substantial and sustained progress*

*Pupils are exceptionally well behaved, confident and self-assured. They thrive on the challenges presented to them in lessons. Their excellent attitudes to learning have a significant impact on their strong achievement over time. Pupils share and discuss their work with pride.*

We hope you will enjoy learning more about what it is like to be a part of our very special school community and we warmly invite you to visit the school to find out more about life at St Peter's.

**Catrin Battista and Janine Ashman**

# Our Location

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St Peter's Primary School can be found in the beautiful and vibrant town on Portishead – just a 20 minute drive from the centre of Bristol.

Our school is set in extensive grounds with large fields, play areas and a conservation area. We are fortunate to have modern and well resourced classrooms in which to teach and learn.

Our site includes:

- 21 classrooms
- Large shared learning spaces in Foundation Stage & Years 1 to 3
- Spacious staffroom facilities
- 3 halls
- Library and music rooms
- CPD training room for staff development
- Large outdoor play spaces with two fields
- Conservation area with woodland and outdoor classroom



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# Working at St Peter's

## What We Can Offer You:

- A school community committed to excellence
- Happy, well-behaved, hard-working and enthusiastic pupils
- A talented, creative and motivated staff team
- Strong and supportive lunchtime supervisory team who support each other to be the best they can be
- A supportive and committed parent community
- A school who puts workload considerations at the heart of all decision-making
- A church school who are inclusive of all and celebrate diversity





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# School Meals Supervisor Assistant (SMSA) : Structure & Role at St Peter's

SMSA's play a really important part in supporting pupil engagement in each year group throughout our lunchtime service and breaks.

## Structure

We currently have a team of 14 who support us at lunchtime.

## Role

The role of an SMSA is very rewarding and includes:

- Helping children to settle down to have their lunch & eat their meals successfully
- Helping to clear the halls following lunchtime service
- Making sure all pupils enjoy lunchtimes whether inside or outside
- Working as part of a team who are really committed to the pupils in their care
- Building relationships with pupils in order to facilitate positive lunchtime experiences and behaviour
- Creating and maintaining an orderly and supportive environment by implementing our behaviour policy with consistency and care
- Upholding policies and procedures relating to child protection and data protection



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# The Role

Excellence  
*in all we do*

Excellence  
*in who we  
are*

Excellence  
*in our service  
with others*

**Hours:**

12 noon – 1:15pm Daily  
Term-time only

**Contract:**

Permanent (to start as soon as possible)

**Grade:**

**JG1C SP 1- 2**

**Salary Range:**

**£17842 - £18,198**

**Actual Salary:**

**£2554 - £2629**

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# Person Specification

Area	
<b>Experience</b>	<b>Some experience of working with children of primary age, ideally in a school context is desirable but not essential.</b>
<b>Qualities</b>	<b>-A passion for working with children and helping them to thrive in school -Ability to work as a collaborative team member -Flexible, proactive, patient and compassionate -Reliable, motivated and resilient -Excellent and effective communicator -Punctual and ready to work at directed times</b>

# How To Apply

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Closing Date: open

Interview Date: TBC

Address:

St Peter's Church of England Primary School,  
Halletts Way, Portishead, Bristol BS206BT

Tel: 01275843142

Website: <https://www.st-peters.n-somerset.sch.uk/>

Email completed applications to:  
[enquiries@sppschoo.uk](mailto:enquiries@sppschoo.uk)

## Application Process:

### How to apply:

**Applications** should be made using the form available on our webpage which can be downloaded and then either emailed or if printed and handwritten, can be dropped into the reception at school or sent in the post. Please **do not** include a CV (curriculum vitae)

**Referees:** Please ensure that you enclose the names and contact details of TWO referees to support your application. One of these should be your current headteacher/employer if applicable.

*The LSP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.*