School Meals Supervisory Assistant (SMSA)

Salary Scale Grade 15
Part-Time position, 6.25 hours per week
Actual starting salary based on 6.25 hours per week, Term-time only, £3,610.09 - £3,666.75
based on full time equivalent of £25,614 - £26,016
Fixed-Term Contract, Term-time only (38 weeks per year)

Kewstoke Primary School is looking to secure a School Meals Supervisory Assistant to supervise and support children at lunchtime, both while they eat and while they play. This is a rewarding post for candidates who will take on responsibility for supervising pupils and the school's premises during lunchtime to ensure that the break runs effectively and the safety and welfare of the pupils is maintained.

The successful candidate will:

- Provide a welcoming and supportive environment for the children
- Support the children during their lunch, and in their play
- Support the aims and ethos of the school
- Be an excellent communicator with good interpersonal skills
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person
- A commitment to upholding and promoting the values and ethos of the school & Trust

Kewstoke Primary School is committed to safeguarding and promoting the welfare of all its children and expects all staff to share this commitment. This post is exempt under the provisions of the Rehabilitations of Offenders Act (Exceptions) Order 1975 and is subject to an enhanced Disclosure and Barring Service check.

We can offer you:

- Professional induction, training and continued professional development opportunities.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with specialist provider, PAM Wellness who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.
- Exciting opportunities as part of a growing multi-academy Trust.
- Local Government Pension Scheme with a generous employer contribution, subject to pension eligibility criteria.

Closing Date: Monday 30th November 2026
Interview Date: Week commencing Monday 7th December 2026

To apply for this position, please complete a support staff application form, (available on The Wessex Learning Trust website), together with a letter of application for the attention of the Headteacher, Neil Champs. Your letter should be no more than two pages, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by email to office@kewstokeprimaryprimary.co.uk

Wessex Learning Trust
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