



School Meals Supervisory Assistant (SMSA)

Reports to: SMSA Lead

Salary: **Starting salary: NJC scale 2, scale point 3, pro-rata salary: £6,624.31 (FTE £28,617).**
Rising to: NJC scale 2, scale point 4, pro-rata salary: £6,718.75 (FTE £29,025)

Working Days: Monday - Friday (11.30 am - 1.30 pm) 10 hours per week, 38 weeks per year (term time only)

Start date: As soon as possible

Supervisory responsibility: None

Ryefield Primary School and the Vanguard Learning Trust wish to employ an enthusiastic and proactive school midday supervisory assistant (SMSA) who will play a key role in ensuring a smooth and efficient lunchtime service for our pupils. The successful candidate will be involved in the preparation and cleaning of the dining room and utensils, ensure the safety, welfare and good conduct of our pupils during the midday break period and will be a positive role model at all times.

Ryefield Primary School is a fun and friendly primary school in the heart of Hillingdon and is close to major transport links (London Underground and M25/40). We have two forms of entry and the school has four acres of grounds, including three multi-use games areas (MUGAs). We offer you excellent facilities in our modern learning environment, ongoing professional development and a supportive and collaborative team ethos.

As a member of the Vanguard Learning Trust, we offer staff developmental opportunities via the trust and support from other professionals in the same role across the trust schools.

Why work for Vanguard Learning Trust?

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Our Trust currently has five schools: Field End Junior School, Hermitage Primary School, Ruislip High School, Ryefield Primary School and Vyners School. Oak Farm Primary School is an associate member of the Trust. The successful candidate will be provided with professional development opportunities and will play a key role in ensuring that our Trust is an employer of choice.

An application form can be requested from the Ryefield Primary School website <https://www.ryefieldprimary.org.uk/key-information/vacancies/> where all information about this post can be obtained.

Applications should be returned to: ljohnson@ryefieldprimary.org.uk

CLOSING DATE: Friday 31st October 2025 at 10am

INTERVIEWS: Thursday 6th November 2025

Early applications will be considered and may be offered an interview before the closing date.

Vanguard Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Vanguard Learning Trust is an equal opportunities employer.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.