



HUJJAT PRIMARY SCHOOL

School Meals Supervisory Assistant

Application Pack

September 2025 start

Permanent, Part Time 11.25 hours/week, Term Time only

£7186 per annum (£26,757 FTE)

G2 Pt8



Welcome

Thank you for your interest in this unique and exciting opportunity to play an important role in the development of a the first Muslim faith free school in Harrow.

The Hujjat School Trust's vision is to develop a school infused with positivity, creativity and passion for learning, which raises all children's aspirations regardless of their backgrounds.

School years are amongst the most influential period in our lives. Using Hujjat Primary's values-based approach to education, teachers will model values of the school to help create a happy and inclusive environment inspired by Islamic values where children can indulge their curiosity, develop a lifelong love for learning and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

David Syed
Headteacher

***"pursuit of knowledge
kindness & honesty
peace & equality
freedom of speech & thought"***

Vision



Hujjat Primary School

E: recruitment@hujjatschool.org

Our **vision** is to be an outstanding, happy and inclusive school that cultivates our relationship with God by embodying the conduct and teachings of the Prophet (Peace Be Upon Him).

A place where children indulge their intellectual curiosity, develop a love for learning, and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

'Education is more than what you know, it is who you can become...'

Mission

We will facilitate the well-being and growth of every child's mind, body and character through:

- Nurturing children within a safe and caring learning environment to realise their full potential;
- Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
- Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
- Fostering learners who are able to think, question and reflect independently;
- Developing confident, respectful and effective communicators who can express themselves and make informed choices;
- Encouraging positive relationships;
- Listening deeply and accepting every child as a gift from God.

This is accomplished through a values curriculum in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

Ethos

Our **ethos**, through a broad and balanced core curriculum, is designed to foster intellectual curiosity and outstanding academic achievement, alongside a values-based curriculum that develops the virtues of good character, enabling our pupils to change and develop their knowledge into action, for the benefit of our school, our families, our community and wider society.

The school promotes universally accepted human values and principles which are British Values but are also the cornerstones of the Islamic faith. This ensures that everyone at our school, adults and children, of all faiths and none, can identify with the same values:

Compassion; Respect; Integrity; Service; Gratitude and Excellence



Curriculum

The Islamic philosophy of education emphasises that education must be for the holistic development of the individual and of society. At Hujjat Primary School, our commitment to outstanding academic achievement will therefore go hand-in-hand with the nurture of values, which underpin the development of good character.

The curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;

*Successful learners,
able to think,
question and reflect
independently*

*Confident, respectful
and effective
communicators who
can express themselves,
make informed choices
and build positive
relationships*

- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills;

- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

*Well-rounded and responsible
citizens with a respect and
appreciation for the rights,
views, values and property of
others, and who make a positive
contribution to the school and
the community beyond*

Hujjat Primary School embodies high expectations, high standards, and enables children to extend their learning to engage with local, national and international initiatives which reflects the diversity in our community both within and outside the school.



The Vacancy

We are now seeking to appoint a SMSA to support our lunchtime provision from September 2025
Please refer to the job description below for further details.

The Trust is committed to offering a variety of developmental opportunities for the successful candidate.

How to apply

Candidates of all faiths are very welcome to apply.

We hope that the information provided is useful and informative. If you wish to arrange an informal discussion in relation to the role, please do not hesitate to contact the School Office on 0208 189 9730

Closing date for applications: Wednesday 2nd July 2025

Interview date: w/c Monday 7th July 2025

Safer Recruitment

Hujjat School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in a way that supports this commitment. Please note that an online check will be undertaken for any candidates invited for interview and appointment to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Barred List Check
- Disclosure and Barring Service Check
- References
- S128 Check
- Childcare disqualification declaration

Please see full details of our Safer Recruitment Policy and Privacy Notices.

[Vacancies](#)



SCHOOL MIDDAY SUPERVISORY ASSISTANT (SMSA)

Job Description



HUJJAT PRIMARY SCHOOL

Grade of Post: G2 Pt 8 Actual £7186

Hours: 11.25 hrs per week, 12.15 – 2.30pm Monday to Friday (Term Time only – 39 weeks per year)

PURPOSE OF THE JOB:

To ensure the safety, welfare and good conduct, either individually or as part of a team, of children at lunchtimes and the midday break period. To ensure children eat healthily at lunchtimes

To provide a positive role model to the children at all times.

To maintain confidentiality at all times.

MAIN RESPONSIBILITIES AND TASKS:

The duties of the postholder will usually include the following:

- To supervise and support children during the lunch period either in the hall or playground, ensuring children are supervised at all times and that all children behave appropriately and are kept safe. This includes the classrooms, corridors and the dining hall.
- To assist in setting up the hall for service. For example, putting out cutlery and trays in the dining hall.
- To encourage pupils to queue in a safe and appropriate manner when waiting, collecting food, moving round the dining room with food and while eating food.
- To support children at the service area/ salad bar and with providing water.
- To support children with good eating etiquette.
- To monitor children when eating, encouraging them to eat healthily and to report any concerns to SLT or Class teacher.
- To support children in clearing away their trays, plates and cutlery.
- To foster the principle of family dining.
- To ensure health and safety regulations are followed by making pupils aware of spilt food and drink and ensuring the cleaning of appropriate areas is completed with immediate effect.
- To assist in cleaning the tables and food trolley at the end of lunch service.
- To ensure that where more than one sitting is required involving children coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised.
- To play with and support the children in the playground.
- To assist the children in setting up games or activities, abiding by the rules constructively and encouraging safe play.
- To assist the premises manager in clearing the dining tables at the end of lunch, sweeping and cleaning the floor.
- Be vigilant for Health and Safety and security issues and refer to the Site Manager or Headteacher.
- Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.



- Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
- Contribute positively to the overall ethos / aims of the Trust

Responsible to: School Business Manager

All Staff will:

- Support the aims and policies of the school.
- Keep up to date with current trends in education.
- Aim to foster good relations between the school and the community.

This job description will be reviewed as part of the Performance Management Process but may be changed at any time if necessary.

