

Role Profile							
<b>Job Title</b>	MTA (Primary)	<b>Job No. (Office Use)</b>		<b>Grade</b>	Grade A		
<b>School</b>	Pilgrim Primary Academy		<b>Department</b>				
<b>Reports to (Job Title)</b>			<b>DBS check required</b>	Enhanced DBS check required			
<b>Job Purpose</b>	<p><input type="checkbox"/> To ensure the smooth operation of arrangements for the supervision of pupils during the lunch break.</p>						
<b>Decision Making</b>	<p><input type="checkbox"/> To ensure the smooth operation of arrangements for the supervision of pupils during the lunch break.</p>						
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>Encourage the children to eat the meal provided and promote appropriate table manners and behaviour</li> <li>Ensure the safety, welfare and appropriate conduct of pupils during the midday break period in accordance with the practices and procedures of the school</li> <li>Ensure the health, safety, conduct and well-being of all pupils and in particular those in the class allocated under the duty rota</li> <li>Undertake playground duty, supervising by circulating amongst children</li> <li>Ensure the dining area is kept clean and in a hygienic condition</li> <li>Assist in demonstration of duties to new members of staff</li> <li>Ensure playground equipment is used and stored properly</li> <li>Undertake other duties appropriate the grade of the post</li> </ul>						
<b>Demands</b>	<ul style="list-style-type: none"> <li>There is a requirement for the post holder to walk/stand throughout the entire lunchtime period and to lift and move dining room furniture within the dining hall area.</li> <li>The post holder is also required to wipe down tables between sittings and clean up any spillages or bodily fluids during the service of the meals.</li> <li>The post holder will be required to be alert to the actions of the children, for short periods of time, both in the dining hall and in the playground.</li> </ul>						

<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Dining hall environment with a percentage of the lunchtime period spent outdoors undertaking playground duty.</li> <li>• The role involves considerable exposure to high noise levels, inclement weather and bodily fluids.</li> <li>• The post holder may at times be required to deal with difficult or demanding children.</li> </ul>
<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Understanding the needs of children</li> <li>• Understanding of Health and Safety issues</li> <li>• Understanding of the issues surrounding the safety of children</li> <li>• Basic knowledge of first-aid</li> </ul>
<b>Skills and Technical Competencies</b>	<ul style="list-style-type: none"> <li>• The post holder requires judgemental skills to identify straightforward solutions to simple problems.</li> <li>• Oral communication skills required to exchange straightforward information with work colleagues and pupils. Some tact may be required</li> </ul>
<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the Trust equalities policy and relevant legislation.</li> </ul>