



Ashwell Primary School

Shaping futures: Together we learn, care and grow

Midday Supervisory Assistant (MSA) – Job Description

Salary Scale:	HA
Contract Type:	Fixed-Term
Hours:	2.5 Hours per day (Part-time / Pro-rata - Term Time Only)
Reports to:	SBM & Caretaker
Key Responsibilities:	To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.

Core Purpose of the Role and main duties:

- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
- Store allocated equipment and materials safely and securely.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Collect and dispose of waste.
- Refill and replace soap, towels and other materials.

Individuals in this role may also undertake some or all of the following:

- Undertake specialised cleaning programmes during school closures or other designated periods.

The main areas of responsibility may occasionally vary, and staff should be prepared to take on additional responsibilities from time to time.

Job Context

- The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
- The premises department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Provides straightforward information to caretaker, business manager, head teacher, possibly other teaching staff.

Supervision

- Undertakes cleaning tasks under the direction of senior staff and standard work plans, as allocated.
- May demonstrate cleaning duties to new or less experienced staff.

Problems, Demands & Decisions

- Follows pre-determined cleaning routines and standards and reports hazards or problems with equipment to senior staff.
- Works to set procedures, interruptions are infrequent.

Dimensions

- No responsibility for financial resources.
- Responsible for the safe use and storing equipment and materials.

Physical Effort

- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.

Working Environment

- Work in conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.

<p>Knowledge, experience and training</p> <ul style="list-style-type: none"> ▪ Level 1 Safeguarding / Awareness of keeping children safe. ▪ Awareness of Control of Substances Hazardous to Health (COSHH) 	<p>Competencies</p> <ul style="list-style-type: none"> ▪ Good communication skills ▪ Ability to work as part of a team ▪ Ability to listen and empathise with children. ▪ Confidentiality and sensitivity
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| <ul style="list-style-type: none">▪ Understanding of the Schools Ethos, Vision, and Values▪ Manual dexterity in operating cleaning equipment.▪ Knowledge of cleaning processes.▪ Manual Handling | <ul style="list-style-type: none">▪ Ability to use own initiative▪ Punctual and reliable |
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All necessary training will be given

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.