### PEARTREE WAY NURSERY SCHOOL

**JOB DESCRIPTION FOR MSA ROLE**

**KEY OBJECTIVES:**

* To support in lunch club by; preparing the tables in preparation for lunch including - cleaning the surfaces and organising chairs and lunchboxes.
* Supervise children washing their hands and encouraging good hygiene.
* Supervise children whilst they are eating, encouraging good social skills and manners.
* Clear up after lunch including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
* Ensure that the childcare provided is of the highest possible standard and that all statutory requirements are met.
* To ensure the safety, security and well-being of all children within the setting.
* Follow all school Policies and Procedures always adhering to them.
* To take part in Performance Management as arranged by the Headteacher.

**RESPONSIBILITIES:**

* To always ensure the safety and wellbeing of the children.
* To liaise with all staff and foster productive working relationships amongst the team.

**PERSONNEL**

* To participate in appropriate training sessions, to ensure that you are up to date with whole school developments, County and OFSTED requirements.

**HEALTH and SAFETY**

* To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times within the setting.
* To ensure that all policies and procedures relating to child protection, confidentiality and data protection are operated at all times and report all concerns to an appropriate person.
* To assist in the security of the school building and the safety of the children.
* To ensure that details of any accidents are recorded and monitored and passed onto Key Persons as necessary and to follow any medical/dietary information pertinent to each child.

**KNOWLEDGE, EXPERIENCE and TRAINING**

* Experience of working with children would be an advantage but not essential.
* Good communication skills and the ability to use own initiative.
* Punctual and reliable
* 1st aid qualification desirable, but not essential.
* Good understanding of health and hygiene.

*Relevant training will be given.*

**CRIMINAL RECORDS BUREAU**

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 Criminal Records Bureau as part of Hertfordshire County Council’s pre-employment checks.

**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.**

**PEARTREE WAY NURSERY SCHOOL**

Peartree Way Nursery comprises of a Pre-School and Nursery open for 5 days a week, 38 weeks a year.

The MSA must be enthusiastic when working with young children and value the importance of belonging to a staff team. You must be committed to the hours as stated above and be able to fulfil these requirements.

**CONTACTS**

* All staff and governors of Peartree Way Nursery School
* Parents and carers
* Social care professionals
* Health care professionals
* Education professionals

**WORKING ENVIRONMENT**

* There is a need, from time to time, to wipe up blood and other bodily fluids.
* There is a need to change nappies and assist with toileting and toilet training of children.

**EQUALITIES**

* Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Headteacher: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MSA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_