



WELFARE SUPPORT ASSISTANT (GRADE 3)

Under the direction/instruction of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards.

Provide medical support for children in school with medical needs.

Provide first aid for children in school.

TASKS – OPERATIONAL

Cleaning

- Throughout the school day, clean toilets and other sanitary areas.
- Throughout the school day, clean frequently touched areas in classrooms and all shared spaces.
- Replenish hand towels, soap and toilet rolls as necessary.
- Clean equipment after use.

Medical Support

- Complete relevant training for children in school with specific medical needs.
- Administer checks and medication for children in school as required.
- Administer first aid for children.
- Keep records of first aid and administration of checks and medication.

TASKS – RESOURCES

- Ensure the maintenance of a clean environment.
- Undertake basic record keeping as directed.
- Refill and replace consumables (hand towels, soap toilet rolls and first aid equipment).
- Report faulty equipment & other maintenance requirements to appropriate person.

TASKS – ORGANISATION

- Maintain and arrange secure storage of supplies.
- Ensure cleanliness of equipment, check for quality/safety - reporting any faults to appropriate person.
- Operate everyday equipment in accordance with instructions.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.



Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Name:

Signed:

Date: