



Job Description Care Enabler

Location:	Woodlands School
Grade/Scale:	NJC Grade E, Scale 5-6
Special Conditions:	None
Reporting to:	Head Teacher
Revised Date:	January 2026

Job Summary:

We are seeking to appoint a Care Enabler who will act with respect and professionalism to assist pupils with special educational needs with their physical and personal care needs. The successful candidate will work within a team of Care Enablers across several classes to support the personal care of our learners, therefore this is a physical role.

Main Duties & Responsibilities:

The role of Care Enabler will be expected to undertake any of the following duties:

Pupil Support

- To provide personal care to children and young adults, including changing nappies/continence pads, toileting, showering, washing, personal hygiene, care of clothes and dressing and undressing.
- To assist pupils in wheelchairs to and from hygiene rooms and to use hoist equipment where necessary
- To supervise pupils at appropriate times
- Occasional washing and drying of clothes using facilities in school
- To maintain the cleanliness of equipment such as personal care beds in line with health and safety guidelines
- To maintain cleanliness of hygiene rooms

School Support

- Be aware and work within all guidelines and policies of the School or Trust
- Always maintain a professional and respectful approach
- Participate in induction training, review and performance processes and make use of professional developmental opportunities.
- Attend and participate in staff meetings if required.
- Actively participate in wider school activities where appropriate
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Additional Duties:

The post holder will:

- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.

Note: This job description may be modified by the Trust to reflect or anticipate changes in the job, commensurate with the salary and job title.