

## **Job Description: Personal Care Assistant (Flexible working hours)**

Expression of interest to Jayne Owen by Friday 7th February 9am  
Any questions please see Sally Hall

**POST:** Personal Care Assistant

**GRADE:** E

**SCALE POINT:** 6-9

**HOURS:** Flexible working hours (to be discussed)

**REPORTS TO:** Sally Hall

**JOB PURPOSE:** To attend to the personal/hygiene needs of students, promoting their independence. Flexibility is required to perform other related duties commensurate with the post's level of responsibility.

**JOB CONTEXT:** Working within a special school environment with pupils who have challenging or complex needs, assisting them and others to overcome barriers to learning. Due to the nature of the children's needs, the post holder must be able to meet the physical demands of the role. This job description includes the duties and responsibilities of working in a special school. Enhanced DBS clearance is required.

### **KEY RESPONSIBILITIES:**

#### **Student Support:**

- Maintain and develop high standards of personal care under the direction of the identified line management structure.
- Assist with the supervision and feeding of students (including individual feeding programs) during lunchtime.
- Escort students on educational visits.
- Attend to students' personal care/hygiene needs (including daily washing and sluicing of soiled clothing).
- Maintain students' independence and respect at all times.
- Liaise with families to ensure necessary resources are supplied (e.g., hygiene pads/sanitary wipes).

#### **School Support:**

- Contribute to the school's overall ethos, work, and aims.
- Adhere to all school safeguarding and health and safety procedures.

- Contribute to the school's development and its young people by attending and contributing to staff meetings and in-service training/courses.

**Physical Demands:** This post requires physical effort daily while supervising students (e.g., walking, bending, stooping, feeding, and using equipment appropriately).

**PERSON SPECIFICATION:**

**JOB TITLE:** Personal Care Assistant

**Essential (E) / Desirable (D)**

**Experience:**

- Relevant experience working with young people in a school or similar setting (E)
- Experience working with children/young adults with a range of disabilities (E)
- Ability to lift manually and with provided hoist equipment (after training) (E)
- Ability to feed and supervise young people (after training) (E)
- Ability to undertake personal care/hygiene tasks with young people (E)
- Ability to maintain accurate records and provide clear information to parents/carers/service users (E)

**Knowledge:**

- Working knowledge of relevant safeguarding, equality, health, and safety policies, codes of practice, and legislation (E)

**Skills:**

- Ability to work as part of a committed team (E)
- Ability to meet deadlines, follow guidelines, and know when to seek advice (E)
- Ability to actively engage students and confidence to work on and off-site with young people/students who have disabilities (E)
- Excellent communication skills (oral and written) with a range of parties (internal and external) (E)
- Ability to liaise effectively with line management and follow instructions (E)
- Ability to read, understand, and follow policies and procedures (E)
- Ability to actively participate in new and challenging situations (E)
- Ability to provide clear and accurate information to carers, relatives, and service users (E)
- Ability to deal with demanding situations/challenging behavior (E)

**Qualifications:**

- GCSE English/Maths (Grade A-C or equivalent) (D)
- Level 3 Qualification (E)
- Level 4 Qualification (D)
- Specific training in relevant strategies/interventions (D)
- Commitment to all CPD offered (E)

## **BEHAVIOURS AND EXPECTATIONS:**

All staff members are expected to adhere to and promote professional standards, including the Trust and school's code of conduct and values.

## **GENERAL EXPECTATIONS:**

- Undertake other duties commensurate with the grade at the discretion of the Senior Leadership Team.
- Develop and promote high standards of professional conduct.
- Perform duties in line with school policies, procedures, and relevant legislation.
- Attend and participate in meetings, training, and development activities.
- Undertake Team Teach training and work within good practice guidelines using positive handling strategies.
- Promote and actively support the school's safeguarding responsibilities.

## **STANDARD DUTIES (TRUST-WIDE):**

- Commitment to diversity, equal opportunities, and anti-discriminatory practices.
- Commitment to ensuring a safe learning environment for children and young people.
- Participation in relevant training and development.

## **METHOD OF WORKING:**

All staff are expected to work effectively and cooperatively as part of a team, delivering high-quality support. This includes dealing with people politely and tactfully, respecting confidentiality and safeguarding practices.

## **PUBLIC RELATIONS:**

Project a positive image of the Trust at all times.

## **DBS CERTIFICATE:**

All staff are required to undertake an enhanced Disclosure and Barring Service (DBS) check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.