

Job Description and Person Specification

Role	Personal Care Assistant
Grade and Range:	Grade 1, Point 2
Department:	Peafield Lane Academy
Location:	Mansfield Woodhouse
Accountable to:	Headteacher
Date last reviewed:	June 2025

Position Overview

You will work as part of a team to deliver high quality support to an individual child or small group of children who have additional needs to enable them to effectively access education.

Main Duties

- To work as part of a team in the development of personal care programmes for pupils.
- To assist in implementing pupils' own personal care programme during the school day, specifically in relation to practical support for personal hygiene, toileting and continence training, eating and drinking.
- To provide personal support with individual medical conditions that may require specialist training.
- To provide practical assistance in relation to identified physical needs e.g. dressing, grooming, meal times and organisation of learning equipment.
- Keeping records related to personal care
- Maintaining daily written communication between home and school.
- Maintaining and cleaning personal care equipment and materials, clothing etc. and maintenance of toiletry supplies.
- Providing personal assistance to identified pupil/pupils in physical/practical activities e.g. PE, school visits organised by the school etc.
- To work on conjunction with other key workers involved in supporting the pupils' educational and health care needs under the guidance of the class teacher, SENCO.
- To work within the framework of the school's agreed policies and procedures
- To participate in staff meetings, in-service training and courses, when relevant.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any

changes of a permanent nature shall be incorporated into the job description in specific terms.

General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
A good standard of secondary education to GCSE level of equivalent	AF	
A good standard of literacy and numeracy	AF/AST	
A relevant childcare qualification		AF
Experience		
Working in or have worked in education		AF
Working in or have worked in a personal care related role		AF
Working as part of a team	I	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	I	
Ability to suggest improvements to systems or processes		I

Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Ability to problem-solve as part of a team or working alone	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
Skills		
Excellent verbal communication skills	I	
Excellent written communication skills	AF/AST	
Excellent planning and organisation skills	I/AST	
High degree of attention to detail	AST	
Good level of IT skills including Outlook and MS Office	AF/I	
Attributes		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
Other		
Occasional work outside normal working hours - prior notice given		I
Commitment to get stuck in with Partnership and Trust wide activities		I
Ability to travel to all Trust sites		I