

LEVEL 1 FEMALE CARE ASSISTANT – JOB DESCRIPTION

Hours of work: 13 hours per week (2 Days Tue and Fri) TTO

Salary FTE: £24,413 + £1,722 SEN allowance (Pro Rata)

Actual salary £7,602.45 + £536.25 SEN allowance

JOB PURPOSE

- To work within The Hive College to assist in the personal care and management of the female students.

DUTIES AND RESPONSIBILITIES

- Work as part of a team assisting in the personal care and management of female students with a physical disabilities and/or medical conditions.
- Liaise with professional staff in the care management of individual students
- Work with parents at a practical level in the management of toileting and in the use of equipment in the home.
- Attend to the physical and personal hygiene needs including:
 - Toileting incontinent females and training them in the use of specialist equipment.
 - Bathing and cleansing.
 - Dressing and undressing.
 - Feeding, where necessary and being aware of special techniques, which may be used.
 - Moving and handling students.
- Provide simple repairs and maintenance to bathroom equipment.
- Take a full and active part in the life of the college.
- Undertake other duties as may be commensurate with the grade and nature of the post.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Assistant Principal
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

FEMALE CARE ASSISTANT – PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> • Experience working with young adults with SEND • Experience working within a team • Some experience of supporting young people with SEN 	AF/I AF/I AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	<ul style="list-style-type: none"> • To make effective contributions to the team as appropriate • The experience of and the ability to deal positively with young adults with SEND • Show initiative and work independently • Be committed to the ethos and values of the college • Develop good appropriate relationships with students and staff • Communicate positively and effectively to students and listen to them • Actively contribute to a happy safe and supportive environment • Able to work within a team • Ability to work within and apply all college policies e.g. Adult Safeguarding 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the college. 	AF/I
EDUCATION/QUALIFICATIONS (Full regard must be paid to overseas qualifications)	<ul style="list-style-type: none"> • Good literacy skills • Good numeracy skills 	AF/I AF/I
OTHER	<ul style="list-style-type: none"> • A flexible and positive attitude • Competent and organised • Patient • Reliable and punctual • Enjoy working with young adults 	AF/I AF/I AF/I AF/I AF/I
SAFEGUARDING	<ul style="list-style-type: none"> • Enhanced DBS is essential • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role 	AF/I AF/I

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