

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
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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