

# Personal Care Assistant

Job description and person specification

Redgate Primary Academy

## Job description

**Post title:** Personal Care Assistant  
**Salary:** Grade 2  
**Position:** 20 hours per week, Term Time Only  
**Contract:** Permanent

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

### Purpose of the post

To have a caring and supporting role and to assist children with their day-to-day personal needs. Personal care Assistants are appointed to work with children over the whole age range as part of a team under the general direction of the Principal.

### Main duties and responsibilities

- Support children with personal hygiene and self-care programmes
- Attend to the personal needs of incontinent children
- Ensure the bathroom areas are hygienic, safe and well stocked
- Support teachers, and teaching assistants with the delivery of the curriculum
- Support children with eating and drinking at break times and lunch times
- Ensure that items to be laundered are taken and collected daily
- Support the maintenance of child safety and security
- Preparation of learning materials and resources, adapting the environment when necessary.
- Monitor individual children's needs and reporting these to the class team as appropriate. Keep records as requested by the academy.
- Helping and supporting within the team through good working relationships

### Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.

- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and children to meet the highest possible standards, and we recognise that all our staff have a role in improving outcomes for children.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

## Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
Educated to GCSE level or equivalent		ü	Application form
Relevant health care qualifications as required for the post		ü	
<b>Experience, Knowledge and understanding</b>			
Previous experience of caring for, or working with children	ü		Application form
Experience caring for children with complex health care needs and their family.		ü	
Able to follow instructions provided by relevant health care providers to support in an educational setting	ü		Interview
Knowledge and understanding of the importance of confidentiality and GDPR	ü		Portfolio of work
Knowledge and understanding of importance of safeguarding	ü		
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	ü		References
Able to recognise own limitations and seek help and advice as and when necessary	ü		
Able to acknowledge and work within professional boundaries	ü		
<b>Skills and attributes</b>			
Good interpersonal and communication skills	ü		Application
Good planning and organisational skills with the ability to manage conflicting demands	ü		Interview
Ability to communicate with children, adults and stakeholders	ü		Portfolio of work
Shows commitment to a supportive, coaching culture	ü		
Commitment to ongoing personal and professional development	ü		References
<b>Core</b>			
The post holder will be subject to an enhanced Disclosure & Barring Service check	ü		Interview Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	ü		