Job Description and Person Specification

This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Personal Carer	**Post No**	
Directorate	Education		
Division	Schools		
Band and Salary	Band B £25,614 to £26,427 per annum. Incremental progression is subject to performance.		
Responsible to	Line Manager		
Location	Forest Oak School		
DBS Check	Enhanced check for regulated activity for working with Children		
Fluency Duty	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
Police Vetting	The post holder will be required to comply with West Midlands Police Vetting procedure to ensure access to police premises, information and/or systems.		

Role Purpose

- To attend to the care and hygiene of pupils/students
- To attend to the hygiene of specialist equipment
- To provide general supervision of students/pupils in line with the schools positive handling procedures
- To support or feed pupils at lunchtimes with direction from other classroom staff
- To interact with pupils appropriately in playground/leisure activities
- To implement (with guidance) exercise routines for children with physical disabilities

Role Responsibilities

- To administer personal care and maintain hygiene through use of school resources, e.g. toileting
- To ensure that all apparatus is clean and fit for purpose
- To support the feeding of pupils at lunchtime
- To supervise pupils at breaks in playground
- To administer appropriate exercise routines, as directed
- On occasions, to support class teams with the overall delivery of lessons and communication with pupils on an individual and group basis

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Level 2 English and Maths or equivalent	NVQ 2/3 Child Care	Application form
Experience & Knowledge	An understanding of the importance of complying with statutory guidance and school practice and procedures	Knowledge of Manual Handling techniques and an awareness of Child Protection issues	Interview Application References
	Experience of problem solving	A medical or school-based background	Interview Application References
	Experience of being flexible to ensure positive outcomes	Previous experience in handling children with a range of physical disabilities and behavioural problems	Interview Application References
Skills & Abilities	Empathy, patience and understanding in dealing with pupils with a wide range of learning difficulties including communication, mobility and physical problems		Interview Application References
	Able to operate hoists and use physiotherapy equipment		Interview Application References
	Able to take a sensitive, consistent and fair approach with children		Interview Application References
	An ability to take a collaborative approach to planning, developing, assessing and implementing programmes of work		Interview Application References
	Able to work with a range of external agencies such as physiotherapists and occupational therapists		Interview Application References
	Able to manage sensitive information in an appropriate manner		Interview Application References

Core Behaviours	**Excellence -** With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

Other Requirements	Ability to work co-operatively with other members of staff		Interview Application References
	Able to work flexibly and to attend meetings and INSET days etc. as required		Interview Application References
	Can cope with minimal verbal abuse from students		Interview Application References
	Can contribute positively to the ethos of the school		Interview Application References

Compiled/Reviewed by	Executive Head Teacher
Date	November 2026

Section C: Additional Information

Corporate Parent Responsibilities
All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety
Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management
As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development
The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework
The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility
Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions
Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.