Personnel Specification – Personal Care Assistant
Shortlisting Criteria/Evidence Matrix for the appointment

For purposes of shortlisting applicants must provide evidence against the emboldened criteria below.

Candidate: |

Category Item	Shortlist' Evidence	Essential	Desirable	Candidate Evidence
Experience				
• Experience of working within a school is preferred			✓	A
• Experience of supporting a child to meet specific targets			✓	A
• Experience of working with visiting professionals			✓	A
Education & Training				
• A minimum of Level 4(C) GCSE or equivalent in Maths & English		✓		A
• A knowledge of Makaton or willingness to learn			✓	A
• Manual Lifting and Handing Training		✓		A
• First Aid Qualified			✓	A
Aptitudes				
• Ability to work and communicate with young children		✓		A
• Ability to communicate		✓		A
• Be able to adapt the planning/session where required for the individual child		✓		A
• Be able to use own initiative		✓		A
Administrative Skills				
• Ability to maintain and use appropriate and efficient assessment / record keeping systems to improve learning		✓		A/R/I
• Understand importance of effective record keeping / target setting		✓		I
PERSONAL QUALITIES				
• Approachable, good listener		✓		I
• Well developed interpersonal skills		✓		I
• Values people has trust and integrity		✓		I
• Motivated self starter		✓		I
• Enthusiastic		✓		I
• Commitment to seeing things through		✓		I
• Sense of humour		✓		I
• Positive approach		✓		I

• Ability to support the PRIDE ethos of the school		✓		
ADDITIONAL COMMENTS • Commitment to Special Educational Needs • Commitment to whole school working • Keep abreast of new initiatives • Ability to support events in the extended Priory community		✓ ✓ ✓ ✓		A/I I A/I I

(A) - Application Form
(R) – Reference
(I) - Interview