



## Employee Specification. Post: Personal Care Assistant

<i>Criteria</i>	<i>Essential/ Desirable</i>	<i>Method of Assessment</i>	<i>Notes</i>
<b>Personal Qualities, Knowledge, Skills</b> <ul style="list-style-type: none"> <li>• Calm manner</li> <li>• Able to communicate well &amp; record observations</li> <li>• Positive, caring &amp; enthusiastic</li> <li>• Safeguarding of pupils prioritized</li> <li>• Interested in &amp; enjoy working with children</li> <li>• Initiative &amp; hardworking</li> <li>• Positive attitude</li> <li>• Understand need to &amp; able to keep information Confidential</li> <li>• Knowledge &amp; ability to work effectively in a team</li> <li>• Knowledge of procedures to provide personal care and support to children</li> </ul>	 E  E  E  E  E  E  D	 I  AI  AI  I  AI  I  AI  AI	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working with children on a one-to-one basis</li> <li>• Experience of working with children with additional sensory needs</li> <li>• Experience of working with pupils with emotional and behavioural needs</li> </ul>	 D  D  D	 AI  AI  AI	
<b>Specific Requirements</b> <ul style="list-style-type: none"> <li>• Suitability Work with Children</li> <li>• Commitment to uphold the Christian ethos of the school</li> </ul>	 E  E	 SC  AI	

A = Application form/letter

I = Interview

SC = Safeguarding checks Incl Enhanced DBS/References