**Interim Executive Headteacher Dr.** Donna Chambers

Nottingham Road, Mansfield, Nottinghamshire NG18 5BA

**School telephone** (01623) 792671 **Fax** (01623) 797849

**School email** office@fountaindale.notts.sch.uk

**PDSS telephone** (01623) 792857

**HRET telephone** (01623) 799157 **Fax** (01623) 793301

**Fountaindale School Fund** - Registered Charity No.10502

Dear Applicant,

**Re: Personal Care Assistant / Lunchtime Support (PCA), Grade 2 pt 2-4, term-time only**

Thank you for your enquiry regarding the Personal Care Assistant / Lunchtime Support posts available. The working hours will be 12.5 hours per week (5 days) term-time only.

Please find enclosed the following documents:

Application Form including guidance notes

Job Description

Person Specification

For details of the school please visit [**www.fountaindale.notts.sch.uk**](http://www.fountaindale.notts.sch.uk)

Visits to the school are warmly welcomed, please contact Anita Buffrey on 01623 792671 to arrange a convenient appointment.

**Closing date:** Monday 3rd February

**How to apply**:

Applications can be submitted by:

* Email to recruitment@fountaindale.notts.sch.uk no later than the closing date.
* By post to Fountaindale School, Nottingham Road, Mansfield NG18 5BA
* Hand delivered to Fountaindale School Reception.

**Applications received after the closing date will not be considered.**

Thank you for applying for the above post.

Yours sincerely,

Dr. Donna Chambers

Interim Executive Head Teacher



**Person Specification**

|  |  |
| --- | --- |
| Essential  | Desirable  |
| Qualification |
| A good standard of English and Maths | English and Maths grade c or above |
| Experience |
| Experience of working in a care setting. | Experience of working in a care setting with children and young adults |
| Experience of working with children and young adults | Experience working in an educational provision |
| Experience of working in a team |  |
| Engagement with professional training and development |  |
| Understanding of health and safety | Understanding of health and safety responsibilities working in a care or educational provision |
| Ability to complete moving and handling training  | Moving and Handling training completed |
| Understanding of safeguarding | Understanding of safeguarding in an educational setting |
| Willing to undertake all training related to post including the administration of medication and health provision. | Experience of administration of medication and health provision. |
| Can work independently under direction |  |
| Knowledge and Understanding |
| Demonstrates an understanding of pupils’ personal rights |  |
| Understanding of inclusion issues within a care setting | Understanding of inclusion issues within a school setting |
| Competent in the use of basic ICT  | Competent in the use of ICT as a learning tool |
| Effective communication skills  |  |
| Personal Attributes |
| Professional approach to all aspects of the role |  |
| Ability to cope under pressure |  |
| Positive outlook |  |
| Engagement with CPD opportunities |  |
| Strong desire to learn and progress |  |
| Respond positively to challenges |  |
| A sense of humour |  |
| Empathy |  |
| Respectful of others choices and opinions |  |
| Respectful of equality |  |
| Hardworking |  |
| Good attendance and punctuality |  |
| To form and maintain good professional relationships |  |
| Ability to reflect and learn  |  |
| Honest & trustworthy |  |
| Ability to adapt |  |
| Be flexible in approach |  |
| Compassion |  |
| Motivator |  |
| Problem solver |  |
| Conscientious  |  |