**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](mailto: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](mailto: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.

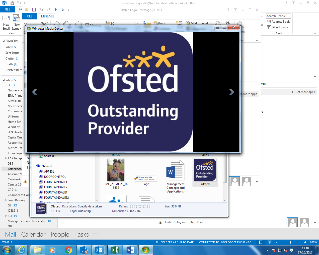
**Applications received after the closing date will not be considered.**

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 | |  |