

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 3<sup>rd</sup> 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
<b>Qualification</b>	
A good standard of English and Maths	English and Maths grade c or above
<b>Experience</b>	
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	
<b>Knowledge and Understanding</b>	
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	
<b>Personal Attributes</b>	
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	

