

## **Job Description**

### **Post: Personal Care Assistant**

#### **Aim of the Academy Trust:**

***To support and challenge our schools so that children grow up to achieve economic wellbeing and prosper in the competitive 21<sup>st</sup> century.***

#### **Main Purpose of Job:**

A vacancy has arisen for a Personal Care Assistant to work as part of The Parkgate Academy team. The successful candidate will support children in the classroom and with their personal and medical care needs which includes toileting and administering medication.

#### **Key Responsibilities**

1. Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for:
  - Personal hygiene
  - Toileting
  - Administering medication, including an injection (after training)
2. Keeping records related to personal care in conjunction with the appropriate teacher/other staff
3. Maintaining and cleaning personal care equipment and materials
4. Working as part of a team to meet the health needs of pupils, including the administration of medication
5. Working in cooperation with other key workers involved in supporting the pupils' education and health care needs under the guidance of the class teacher or other responsible adult
6. Focus on maintaining the health and safety of key pupils by meeting their medical needs through the implementation of their Health Care/Intimate Care Plan

#### **General responsibilities:**

1. Work within the framework of the school's agreed policies and procedures.
2. Work in a co-operative and polite manner with all stakeholders.
3. Work with pupils in a courteous, positive, caring and responsible manner at all times.
4. Follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised.
5. Work with visitors to the school in such a way that it enhances the reputation of the school.
6. Present oneself in a professional way that is consistent with the values and expectations to the school.
7. Comply with the policies of the schools, including - the Child Protection Policy, Equalities Policy, Health & Safety Policy, GDPR. Be expected to maintain confidentiality.
8. Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks; therefore all posts within the trust are subject to an Enhanced Disclosure and Barring Check.*

*The trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.*