

POST REF _____ POST TITLE : Personal Care Assistant. HOURS PER WEEK: 31 hours per week, term time only + 1 tng day

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Experience of working with children	Experience of working in schools	Application form References Interview
EDUCATION, TRAINING AND QUALIFICATIONS	Literacy & Numeracy skills base	C & G in Learning support Qualification in ICT	Certificates
SKILLS AND KNOWLEDGE	Literacy skills Numeracy skills Good Timekeeping Organisation skills	Understanding of child development Knowledge of Education policies Knowledge of Health & Safety	Application form References Interview Written task

	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Ability to work with others Ability to use own initiative Willingness to learn new skills Ability to be flexible	Sense of humour	Application form Interview Reference CRB check
WORKING ARRANGEMENTS	Able to work under the direction of others The ability to undertake personal care/hygiene tasks with young people.	Flexibility to take on other tasks as required	Application form Interview Reference CRB check

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

YES NO

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

- BASIC DISCLOSURE - convictions not spent
- STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law
- ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people**

IS THE POST POLITICALLY RESTRICTED?

YES NO

Completed by _____

Signature _____

Date _____