

Personal Care Assistant Vacancy

Location: Woods C of E Foundation School

Salary: Grade 3 (£25,583 - £26,403 FTE)

Contract: Permanent, 28.75 hours per week (7:30am – 1:15pm), Term time only

Start Date: As soon as possible

The Governing Body of Woods C of E Foundation School are looking to appoint a compassionate, enthusiastic and dedicated Personal Care Assistant. This post will be to support a number of children with additional needs throughout the school day as well as to support lunchtimes and to supervise in our daily breakfast club.

This is a unique opportunity to join a warm, friendly and caring school.

We are looking for someone who:

- Is calm, patient and emotionally attuned
- Builds strong, trusting relationships with children
- Understands that behaviour communicates need
- Is confident supporting learning and small group activities
- Enjoys active, practical and outdoor learning
- Works positively as part of a team

Our school can offer:

- A hardworking, friendly, fun and supportive team
- Polite, motivated and well-behaved children who are eager to learn
- Excellent opportunities for professional development
- A high-quality learning environment which is well resourced
- A proven track record of success for children and staff
- An excellent reputation within Nottinghamshire
- A family centred school

Woods C of E Foundation School is committed to safer recruitment procedures. All appointments are made subject to enhanced DBS checks, checks on professional qualifications and eligibility.

Visits to school are warmly welcome. Please telephone the school to make an appointment. An application form and further details for the above post are available from the school office:

office@woodsfoundation.notts.sch.uk. Completed applications to

office@woodsfoundation.notts.sch.uk. For an informal discussion, please call 0115 9652136.

Closing date: Friday 17th April 2026 12pm.

Interview date: To be confirmed

Job Purpose

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, alongside a teacher/senior member of staff. To work within the Breakfast / After School Club team in the running of the wrap around provision.

Key Responsibilities Care Assistant

1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary
2. Providing support for students with emotional, social and behavioural needs
3. Providing personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc
4. Supervising and supporting pupils ensuring their safety and access to learning and play
5. Working to establish a supportive relationship with the children and parents/carers and families concerned
6. Promoting the inclusion and acceptance of all pupils
7. Encouraging pupils to interact with others and engage in activities led by the teacher
8. Encouraging pupils to act independently as appropriate
9. Preparing classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
10. Being aware of pupil barriers to learning/progress/achievements and report to the teacher as agreed
11. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
12. Gathering/reporting information from/to parents/carers as directed
13. Working with and acting upon guidance provided by teachers and other professionals/outside agencies
14. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money
15. Supporting pupils in their learning in all areas of the curriculum
16. Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher
17. Supporting pupils and teacher during PE and other practical activities
18. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use
19. Assisting with the supervision of pupils at break times
20. Accompanying teaching staff and pupils on visits, trips and out of school activities as required

Key Responsibilities Breakfast and After School Club

1. To be responsible for the effective day-to-day operation of the school breakfast club, ensuring the provision of a safe, caring and stimulating environment for pupils before the start of the school day.
2. To prepare, serve and supervise the provision of healthy breakfasts in accordance with food hygiene regulations, health and safety requirements, and school policies.
3. To ensure that the breakfast club environment is welcoming, inclusive and supportive, promoting pupils' wellbeing, positive behaviour and readiness for learning.
4. To supervise pupils at all times, ensuring their safety and welfare and responding appropriately to individual needs.
5. To promote positive behaviour and good conduct in line with the school's behaviour policy and Nottinghamshire County Council guidance.
6. To plan, organise and lead appropriate activities for pupils, including quiet play, games and structured activities suitable for a range of ages and abilities.
7. To maintain accurate records, including attendance registers and any relevant documentation required by the school or local authority.
8. To communicate effectively with parents/carers and school staff, sharing relevant information regarding pupils' wellbeing and participation.
9. To work collaboratively with other breakfast club staff and members of the wider school team to ensure continuity of care.
10. To ensure that health and safety procedures, risk assessments and safe working practices are followed at all times.
11. To maintain high standards of cleanliness and hygiene within the breakfast club area, including preparation and clearing away before handover to teaching staff.
12. To administer basic first aid where appropriate, in line with training and school procedures.

General Responsibilities

1. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
2. Have a knowledge and experience of ASD, ADHD, attachment and trauma
3. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
4. Contribute to the overall ethos/work/aims of the school
5. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
6. Appreciate and support the role of other professionals
7. Attend relevant meetings as required
8. Participate in training and other learning activities and performance development as required
9. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
10. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any



changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

11. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
12. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
13. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Person Specification

	Desirable	Essential	Evidence
Education and Training			
Courses/inset/training in relation to primary practice			App
Experience			
Working with primary aged children			App
Working/training with SEN			App
Liaison with adults and external agencies			App
Behaviour Management in difficult situations			App/Int
Skills			
A good manager of children's learning			App/Int
Ability to manage behaviour			App/Int
Effective record keeping			App
Good time management			App/Int
Ability to work co-operatively with colleagues			App
Build positive relationships with parent/carers			App
To act upon initiative			App/Int
Ability to manage personal and intimate care			App
Attributes			
Reliability and integrity			App
Trustworthy and aid confidentiality			App
Firm but fair			App/Int
Sensitivity			App/Int
Imagination and creativity			App/Int
School Specific			
Ability to follow schools' aims, vision and values			App/Int
Ability to be part of an effective team			App