

West Park CE Primary School



Job Description

Role: Personal Care Assistant

Salary: Grade 3 Personal Care Assistant

PURPOSE

To work with teachers as part of a professional team to provide personal care for children as required across the school.

RESPONSIBILITIES

Key Duties

1) Welfare and Hygiene

- a. Changing
- b. Toileting
- c. Cleaning
- d. Feeding
- e. Moving and handling
- f. Changing of a catheter
- g. Gastrostomy care
- h. Any other medically approved care support necessary for the child to access school.
- i. Monitoring medical needs in liaison with the first aid team.

2) Recording and Reporting

- a. To update pupil records as required.

3) Information sharing

- a. To be respectful of confidentiality.
- b. To ensure any information shared about children with other staff, parents/carers, internal and external agencies is done professionally and in line with school policy.
- c. To act in line with the schools Data Protection Policy.

4) Care and Wellbeing

- a. To forge positive relationships with children.
- b. To provide a proactive, calm and consistent approach to supporting children.
- c. To support children in social and emotional well-being, reporting problems to the teacher as appropriate.
- d. To follow the school Care and Management Policy
- e. To be alert the Premises Team or SLT of any health and safety concerns.

5) Safeguarding

- a. To safeguard and promote the welfare of all children in line with the school's safeguarding policies and procedures

6) Professionalism

- a. To act as a role model to children.
- b. To meet the expectations set out in the Behaviour at Work Policy.
- c. To attend and contribute to staff meetings.
- d. To maintain a commitment to continuous improvement.
- e. To attend professional development opportunities.

This list of duties should not be regarded as exclusive or exhaustive. You may be required to undertake various other duties as may be reasonably required. You will be consulted about any proposed changes.

June 2026