Springwell School

Job Description

Name:

Post: Personal Care and Feeding Support: 27.5 hours

Reporting to: Class teacher

Salary Scale: Grade 5

Date: January 2027

Purpose of the Job

- To ensure the safety, welfare and wellbeing of the children throughout the school day
- To support the set up and running of the class including lunch times
- To support the personal care and feeding needs of the children
- Take responsibility for promoting and safeguarding the welfare of children within the school
- Support the school's aims, values and policies

Key Accountabilities

- Provide assistance to staff to support the personal care/hygiene needs of pupils across the setting
- Provide assistance to staff to support the feeding needs of pupils across the setting
- Encourage pupils to eat their lunch alongside their peers, whilst supporting and developing their communication and social skills
- Provide assistance to pupils getting ready for swimming and PE sessions and to help them get changed afterwards
- Develop positive relationships with pupils encouraging them to play/interact with each other safely and sociably
- Assist the class teaching team in set up, preparation of resources and storing/tidying away
- As directed by the class teacher, undertake basic administrative duties
- Working alongside the offsite team, maintaining a clean working environment throughout the setting
- Where appropriate, maintain the cleaning and hygiene stock levels and resources
- To assist with ancillary duties such as clearing up spillages and ensuring that tables are clean and clear
- To provide welfare support to the children in the school. This may include undertaking minor first aid duties (if trained) and assisting children with personal hygiene
- Carry out other duties, within the responsibility level of this post, as directed by the Class Teacher

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop
- Take responsibility for safeguarding following the agreed polices at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed: **Date:**

Person Specification

Post: Hygiene and Class Resources Support

ESSENTIAL	DESIRABLE
Qualifications	
Good basic education with sound literacy and numeracy skills	
Experience	
Experience in working with/supporting primary aged children Training/supervisory experience Knowledge and experience of administrative processes Willingness to undertake specific training related to the role	Experience of supporting children with complex needs Food Hygiene Certificate
Knowledge, skills and abilities	
Ability to identify priorities and communicate effectively Ability to understand and follow instructions in busy situations Ability to plan own workload working within defined policies and procedures and deal with unexpected/unusual situations or problems Ability to help provide and support the defined personal care needs of individual pupils Awareness of needs/demands of young people with complex needs and how they act/react Ability to deal with interruptions and unexpected peaks in workload Understanding of key safeguarding issues and procedures	Understanding of the application of the responsibilities may be different when applied within a school for pupils with complex learning difficulties
Equality, inclusion and safeguarding issues	
Ability to integrate equality policies into service delivery Commitment to safeguarding Responsible for following the schools' health & safety policy, practices and procedures Awareness of and commitment to confidentiality	
Personal Qualities	
Willingness to undertake both formal and informal training Participate in whole school developments	