



Person Specification
Personal Support Assistant
Grade B
Reynalds Cross
School/Satellite Centre, Green
Lane

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.

Post Title	Personal Support Fixed term		
School	Reynalds Cross School and Satellite Centre Green Lane		
Salary Band/Range	Grade B		
Hours / Weeks	27.5		
Responsible to:	Headteacher		
Special Conditions	Either site (RX or Green Lane Satellite)		

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<p>Good general education, including basic literacy and numeracy.</p> <p>Experience in a caring/school or medical setting that is commensurate to the role.</p>	<p>NVQ2 Child care</p> <p>GCSE English and Maths (Grade C or above)</p> <p>First Aid</p>	Qualification certificates/Application form
SKILLS AND ABILITIES	<p>A willingness and ability to assist the teacher in providing appropriate learning opportunities for the specific pupil</p> <p>Awareness or an interest of complex medical needs and the ability to engage and support a pupil with such needs</p> <p>A general good level of</p>	<p>Previous experience of working with pupils with a range of learning and medical needs</p> <p>The ability, through previous experience or willingness, to work in collaboration when instructed, with a range of external agencies i.e. physios, OT's.</p>	References/Interview/ Application form

	physical fitness due to the active requirements of this role	Knowledge of manual handling/hoisting (although training given)	
QUALITIES	<p>Able to show empathy, patience and understanding with dealing with pupils with a range of learning difficulties, complex medical needs and behavioural challenges</p> <p>A flexible attitude, to adapt to constantly changing routines determined by pupil needs</p> <p>Ability to work effectively as a team member</p>		Application form/Interview/Reference
KNOWLEDGE AND EXPERIENCE	To be able to recognise and comply with practice and procedure relating to issues of confidentiality	<p>A medical/carer or school based background may be useful</p> <p>Knowledge of safeguarding within a school setting</p>	
<u>CORE BEHAVIOURS</u>	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.		Interview / References
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.		Interview / References
	Trust and Respect - You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.		Interview / References
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.		Interview / References
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.		Interview / References

OTHER REQUIREMENTS	<p>A commitment to safeguarding and promoting the welfare of children and vulnerable adults</p> <p>An enthusiasm for involvement with pupils, staff, governors and the school community and can contribute positively to the ethos of the school</p> <p>A willingness to undertake staff training as required, eg Child Protection / First Aid / Health & Safety</p>		Application form/interview/Reference
COMPILED BY: DB		Date: February 2023	