

Person Specification

Post No	RDA 1	Designation:	Relief Domestic Assistant	Department:	Social Services
Section:	Adult Services	Completed By:	Marijke Jenkins	Date:	17 th May 2016

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of undertaking a full range of general cleaning duties including the use of electrical equipment 	<ul style="list-style-type: none"> ▪ Previous domestic experience of working in a residential setting ▪ Experience of working to COSHH guidance ▪ Experience of kitchen domestic duties 	Interview Application form References
2. KNOWLEDGE	<ul style="list-style-type: none"> ▪ An basic understanding of the needs of frail older people and/or people with disabilities and/or a dementia 	<ul style="list-style-type: none"> ▪ Awareness of health & safety requirements 	Interview
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> ▪ Basic literacy and numeracy skills ▪ Ability to work as a team member & be able to use initiative ▪ Practical common sense ▪ Ability to work to a deadline and under pressure 	<ul style="list-style-type: none"> ▪ Basic Food preparation skills 	Interview Application form References
4. QUALIFICATIONS AND TRAINING		<ul style="list-style-type: none"> ▪ General standard of education ▪ Food hygiene certificate ▪ QCF Cleaning and support services ▪ Protection of Vulnerable Adults 	Interview Application form

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
		certificate	
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> ▪ Reliable & flexible in approach to work ▪ Ability to demonstrate sensitivity, patience, tolerance & non judgemental approach 	Willingness to undertake kitchen domestic duties	Interview
6. OTHER (PLEASE SPECIFY)	<ul style="list-style-type: none"> ▪ Ability to drive/travel throughout the Vale or between locations as appropriate ▪ To understand and respect the concept of confidentiality ▪ Willingness to undertake training ▪ Commitment to the concepts of the Council's equal opportunities policy 	Ability to speak / learn welsh	Interview