

Person Specification

Post No	V-LS-0PRCA	Designation:	Care Attendant	Department:	Social Services
Section:	Older Persons Day Service	Completed By:	Anne Lintern	Date:	9 th October 2015

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 working with older people and people with disabilities • Experience of working with people with Dementia • Experience of working in a team environment 		Application form. Interview References
2.	Knowledge	<ul style="list-style-type: none"> • Basic awareness of the needs of older people and people with disabilities 	<ul style="list-style-type: none"> • Knowledge of geography of the Vale area including Barry, Penarth and Rural Vale 	Interview Application Form
3.	Skills and aptitudes	<ul style="list-style-type: none"> • Good standard of written and verbal communication skills • Good listening and communication skills • Ability to use own initiative 		

		Essential	Desirable	Ascertained by
4.	Qualifications and training	<ul style="list-style-type: none"> • General standard of Education 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • Food Hygiene Certificate • Dementia qualification 	Application Form Interview Document
5.	Attitude and motivation	<ul style="list-style-type: none"> • Ability to interact positively with others at all levels • Be reliable and have a flexible approach • Ability to respond to change • Ability to prioritise competing demand • Commitment to personal and staff development training • Commitment to equal opportunities 		Application Form Interview Document
6.	Other (please specify)	<ul style="list-style-type: none"> • Be willing to undertake appropriate training 		Application Form Interview Document