

## PERSON SPECIFICATION

### POST: CARE ASSISTANT/DRIVER

Please ensure that you show **how** you meet the following requirements when completing your application form.

<b>ESSENTIAL REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>SKILLS/KNOWLEDGE/QUALIFICATIONS (if any)</b></p> <ol style="list-style-type: none"> <li>1. Experience of assisting people with their care needs</li> <li>2. Organisational skills</li> <li>3. Good communicator especially with older people</li> <li>4. Ability to assess people/situations</li> <li>5. Ability to work on own initiative</li> <li>6. Motivated and flexible</li> <li>7. Full UK driving licence - good driving record</li> </ol>	<p>App Form/Interview</p> <p>App Form/Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>App Form/Interview</p> <p>App Form/Interview</p>
<p><b>OTHER SPECIFIC REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>8. Minimum age 25 (Insurance exclusion of inexperienced drivers)</li> <li>9. Successful driving assessment</li> <li>10. Good health record</li> <li>11. Ability to assist service users with transferring between standing/sitting</li> <li>12. Willing to undertake training</li> <li>13. Willingness to undertake an appropriate NVQ qualification</li> <li>14. Willingness to be supervised and work as part of a team</li> </ol>	<p>Application Form</p> <p>Carried out by Transport Manager at a later date</p> <p>App Form/Interview</p> <p>App Form/Interview</p> <p>App Form/Interview</p> <p>App Form/Interview</p> <p>Interview</p>
<b>DESIRABLE REQUIREMENTS SKILLS/KNOWLEDGE</b>	<b>METHOD OF ASSESSMENT</b>
<ol style="list-style-type: none"> <li>1. Understanding of issues affecting care of older people</li> <li>2. Practical knowledge of vehicle maintenance</li> <li>3. Understanding of working with volunteers</li> <li>4. NVQ Level 2 Qualification in Care</li> <li>5. Ability to support people with a range of social activities</li> <li>6. PSV Licence</li> </ol>	<p>App Form/Interview</p> <p>App Form/Interview</p> <p>Interview</p> <p>Application Form</p> <p>App Form/Interview</p> <p>Application Form</p>
<p><b>OTHER DESIRABLE REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>7. Flexible to provide cover for holidays/sickness</li> <li>8. First Aid/Manual Handling/Food Hygiene training</li> <li>9. Understanding of Equality and Diversity issues and ability to implement policy in relation to fellow workers and service users</li> <li>10. Knowledge of Health &amp; Safety</li> </ol>	<p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>