

PERSON SPECIFICATION

JOB TITLE: Care Assistant

	ESSENTIAL	DESIRABLE
1. EXPERIENCE	Previous experience working in a similar role caring for elderly people.	
2. SKILLS & ABILITIES	Self motivated team player, organised, pro-active and accurate.	Willing to work on own initiative.
	Ability to manage pressure and conflicting demands and prioritise tasks and workload	
	An understanding and sensitivity to the needs of older people.	
	Tact, discretion and a respect for confidentiality.	
	Flexible approach to work.	
3. EDUCATION/ QUALIFICATIONS (N.B. Full regard must be given to overseas qualifications)	Health and Social Care (Adult) Level 2 (or equivalent) or working towards.	5 GCSEs including maths and English language, or equivalent. Health and Social Care (Adults) Level 3, or equivalent.
4. OTHER	<p>Ability to communicate with people at all levels including residents, relatives, managers, staff, and GPs, social workers etc.</p> <p>Awareness of diversity issues and works in a positive non-discriminatory way.</p>	

5. HEALTH AND SAFETY

- 5.1 All employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 and subsequent legislation and to ensure that agreed safety procedures are carried out to maintain a safe working environment.
- 5.2 To help maintain a safe working environment employees are expected to:-
- Attend training in Health and Safety requirements as necessary, both on appointment and for refresher courses, as changes in duties and techniques require, and
 - Follow local codes of safe working practices including the Trust's Health and Safety policy.

6. SMOKING POLICY

There is a no smoking policy. In accordance with this policy, it is positively discouraged and not permitted on the Trust's premises.

7. DATA PROTECTION ACT 1998

If you have contact with data systems, you are required to obtain, process and/or use information held manually and on computer, word processor or file in a fair and lawful way. You are required to hold data for a specific purpose and not to disclose it in any way that is incompatible for such a purpose. You should disclose data only to authorised persons or organisations as instructed.

Benefits

- Salary is up to £8.25 per hour (depending on qualifications) and salaries are paid into a nominated bank account monthly in arrears.
- Holiday entitlement currently starts at 23 days plus 8 statutory bank holidays each year, to be taken between April and March.
- All new employees are required to undertake a three month probationary period and subject to satisfactory performance, a permanent contract is then confirmed.
- The Trust offers staff a contributory pension scheme (on completion of the probationary period) with the option to contribute between 1 - 5% of salary. The trust agrees to pay a similar amount. The scheme is currently run on our behalf by The Pensions Trust.
- All Trust employees also benefit from a group life insurance arrangement whereby 3 times annual salary is payable to next of kin, should death during employment occur.
- Employee Assistance Programme providing confidential information and counselling.

Hours of Work

- 35 hours per week, 7 hour shifts on a rota basis