



PERSON SPECIFICATION

Post: Assistant Service Manager

	Essential Criteria	Desirable Criteria	How and When Tested?
Education/qualifications	<p>A recognised qualification in Health & Social Care e.g. NVQ2</p> <p>Good basic education, literate and numerate and preparedness to undertake further relevant training, in particular level 3 Diploma in Health & Social Care</p>	<p>A recognised qualification in Health & Social Care e.g. NVQ3 or Level 3 Diploma</p>	<p>Application form</p> <p>Certificates produced</p>
Experience	<p>Proven recent experience of working with people with learning disabilities in a residential care or domiciliary care setting</p> <p>Working knowledge of the Health and Social Care Act.</p> <p>Good communicator</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Skills, ability, knowledge	<p>Good verbal, written communication skills</p> <p>Good administrative skills</p> <p>Evidence of ability to use own initiative to solve problems</p>	<p>Knowledge of needs of people with learning disabilities and ability to apply this knowledge</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Qualities/attributes	<p>Self-motivated and flexible</p> <p>Pro-active</p> <p>Sensitive.</p> <p>Enthusiastic and reliable</p>	<p>Adaptable.</p> <p>Sense of humour</p>	<p>Interview</p> <p>References</p>
Other requirements	<p>In good health</p> <p>Car driver with own car for business use</p> <p>Flexible approach to work</p> <p>Committed to principles of Equal Opportunities</p> <p>Committed to promoting independence and participation of people with learning disabilities within the local community.</p> <p>Ability to participate in out of hours On Call service</p>	<p>MIDAS trained</p> <p>IT skills.</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>