

## PERSON SPECIFICATION

<b>JOB TITLE:</b> <b>Staffordshire Special School Nursing Team- Health Care Support Worker/ Team Administrator</b>	
<b>DEPARTMENT:</b> <b>Children and Families Care group</b>	<b>BAND:</b> 3

\*Assessed by: A = Application    I = Interview    R = References    T = Testing

<b>ESSENTIAL CRITERIA</b>	<b>*</b>	<b>DESIRABLE CRITERIA</b>	<b>*</b>
<b>QUALIFICATIONS &amp; TRAINING</b>			
GCSE passes in English and Maths or equivalent qualification	A	OCR/RSA II qualification or relevant experience	A
NVQ Level 2 or above in care or Business Administration or equivalent demonstrable experience	A	Evidence of continued learning and development	A
<b>EXPERIENCE</b>			
Previous experience of working with children and young people	A		
Previous experience of dealing with members of the public	A		
Computer literate and competent in using Microsoft Office	A		
<b>SKILLS, KNOWLEDGE &amp; ABILITIES</b>			
Strong organisational and prioritisation skills	A/I	Understanding of Medical/NHS terminology	A/I

Demonstrate willingness to undertake a range of duties and to learn new tasks including clinical procedures where relevant.	A/I		
Ability to build effective working relationships within a multi-disciplinary team	A/I		
Show understanding of the importance of confidentiality and consequences of breaking confidentiality	I		
Awareness of Safeguarding issues	I		
Demonstrates ability to communicate with people in a courteous and sensitive manner	I		
Demonstrate an understanding of Disability	A/I		
Knowledge of various IT packages.	A	Ability to teach other staff in using IT packages	A/I
Ability to operate all office based equipment.	A	Ability to train other staff in using basic office equipment	A/I
Ability to develop and input on basic databases and to produce reports	A/I		
Demonstrates willingness to respond effectively to pupils, parents /carers and staff queries.	A/I		
Demonstrate an understanding of the implications of carrying out work within another agency's environment.	A/I		
<b>PERSONAL ATTRIBUTES</b>			
Motivated personality.	I		
Excellent interpersonal skills.	I		

Ability to work on own and as part of a team	I		
Ability to work flexibly	I		
Able to relate to children and young people	A/I		
Reliable method of transport to travel between sites as required	A/I		
Ability to travel to work and other locations as required.	A/I		

<b>JOB HOLDER</b>	<b>SIGNATURE</b>
	<b>DATE</b>
<b>MANAGER</b>	<b>SIGNATURE</b>
	<b>DATE</b>