

**Person Specification**

<b>Post:</b>	HCA	<b>Grade:</b>	Band 3	
<b>Department</b>	Paediatrics	<b>Candidate Name</b>		<b>Notes</b>
<b>Attribute</b>		<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Education / Qualifications</b>	Good level of general education	✓		<b>Application/Test Application/Test</b>
	National Vocational Qualification level II		✓	
	training in health care		✓	
	Food hygiene			
<b>Skills &amp; Abilities</b>	Good organisational skills	✓		<b>Application/ Test/ Interview</b>
	Good written and verbal communication skills in the English language.	✓		
	Able to communicate effectively with children and families	✓		
	Experience of working in a health care setting		✓	
	Experience of caring for children and babies	✓	✓	
	Basic computer and ICT skills			
	Able to work both under supervision and independently using own initiative	✓		
	Ability to prioritise workload	✓		
	Ability to work as part of team	✓		

	Able to work flexibly Able to successfully complete required training programmes	✓ ✓			
<b>Knowledge &amp; Experience</b>	Knowledge of personal care needs of infants and children and related procedures  Knowledge of the normal needs of children and families  Awareness of normal child behaviour and development  Understanding of the need for confidentiality and the Data Protection Act	✓  ✓  ✓  ✓		<b>Application/ Test/ Interview</b>	
<b>PERSONAL QUALITIES</b>	Flexible, enthusiastic, honest and reliable  Calm  Interest in children and young people  Tactful and compassionate	✓  ✓  ✓  ✓		<b>Application/ Test/ Interview</b>	
<b>Other</b>	Good attendance record  Phlebotomy competent	✓	✓	<b>Application/ Test/ Interview</b>	

Completed by: .....

Date:.....

Offer post Yes/ No

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Comments