

Person Specification

Job Title: Health Visitor Clerical Assistant

Division: Out of Hospital Care Collaborative

Job Requirements		Weighting
<i>QUALIFICATIONS/TRAINING</i> <ul style="list-style-type: none"> Level of education Professional qualifications Vocational Training Post basic qualifications Training and learning programmes/courses 	<ul style="list-style-type: none"> Good standard of education RSA qualification or equivalent 	E D
<i>EXPERIENCE</i> <ul style="list-style-type: none"> Length and type of experience Level at which experience gained 	<ul style="list-style-type: none"> Recent office experience Experience of Microsoft Computer packages inc. Word, Excel Experience gained preferably within the NHS. Previous work with babies, young children and families in the last three years. 	E E D D
<i>SKILLS/KNOWLEDGE</i> <ul style="list-style-type: none"> Range and level of skills Depth and extent of knowledge 	<ul style="list-style-type: none"> Demonstrate good organisational skills and be able to maintain office systems. Ability to work unsupervised and manage own workload. Must be willing, after training, to undertake clinical tasks which assist professional staff, e.g. weighing of babies and be willing to undertake further training as required Must be able to demonstrate the importance of maintaining confidentiality of client information. Must have an understanding of Child Protection principles and willing to undertake mandatory Child Protection Training 	E E E E E
<i>PERSONAL QUALITIES</i> <ul style="list-style-type: none"> Sometimes called attributes 	<ul style="list-style-type: none"> Good interpersonal skills and be able to communicate effectively, including a good telephone manner and message taking skills. Must be able to demonstrate an understanding of equal opportunities and anti- discriminatory practice in the workplace. Must be able to work as a member of a team supporting other members of the Health Visiting team. 	E E E

OTHER JOB REQUIREMENTS <ul style="list-style-type: none"> Physical attributes Specific job circumstances such as unsocial hours Special requirements such as car driver 	<ul style="list-style-type: none"> Must be able to meet the travel requirements of the role. Must be willing to work flexibly within working hours of 9am-5pm Monday to Friday. The post holder may be required to undertake some moderate lifting and handling 	E E E
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* Notes on Completion	
JOB REQUIREMENTS The job requirements are in effect the person specification, in that they specify the person who could do the job competently.	WEIGHTING Please indicate for each criteria whether it is Essential or Desirable .