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Care & Support Worker (Adults)

JOB TITLE : Care and Support Worker (Adults)

**LOCATION : St Elizabeth’s, Perry Green, Herts SG10 6EW**

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|  | CRITERIA\*(Unless marked as ‘Desirable’, all shown are Essential) | **Method of Assessment** |
| **Knowledge, Skills and Qualifications** | Level 2 or equivalent qualification in Health & Social Care OR Willing to train  Numerate and literate to the equivalent level of GCSE level in Maths & English (Qualifications are NOT essential)  *Desirable only:* Basic awareness of learning disabilities, epilepsy or autism | Application  Interview  Qualification  Selection exercise |
| **Experience** | *Desirable only:* Experience of providing care and support to vulnerable people in a paid or voluntary capacity | Application  Interview  Reference |
| **Abilities and Skills** | Ability to communicate clearly, face to face and in writing  Able to understand and follow instructions  Able to work safely without direct supervision  Collaborative team working skills | Application  Interview  Reference |
| **Other attributes** | Commitment to:   * The work and ethos of St Elizabeth’s * Equality and promoting respect and dignity for all * The care and well-being of people   Boundaries between professional and personal relationships  Confidence to speak up assertively for self and others  Compassion, patience and understanding  Adaptable and able to work in a challenging and changing environment  Able to cope in an emergency  Emotional resilience to work with people whose behaviour can challenge the service at times  Commitment to undertake further training and development as necessary  A desire to enable others and make a positive difference to people’s lives | Application  Interview  Reference |
| **Special Circumstances** | Suitability to work with adults at risk and children\*\*  Willing and able to undertake the following as required after training:   * Moving and positioning of residents (including hoists and wheelchairs) * Apply crisis prevention and intervention techniques * Assist residents with all aspects of personal care * Work with people whose behaviour, due to the nature of their disability, can challenge the service at times. * Support and accompany residents with leisure activities including swimming * To assist/Carry out the preparation, cooking and ensure the safe storage of food, meeting the nutritional needs of service users.   Able to work a shift pattern, including some unsocial hours (usually a mixture of late and early shifts, with some weekend working)  Able to get to and from the workplace (NOT on a public transport route)  *Desirable only*: Full UK valid driving licence | DBS  Interview  Pre-employment health check via Occupational health service  Application/ Interview |

Child Care Worker

**Post: Childcare Worker**

**Location: St Elizabeth’s School**

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|  | Essential Criteria\* ***\*Reasonable adjustments will be considered within the needs of the service where applicable under the Equality Act 2010*.** | Desirable Criteria |
| Qualifications | No formal qualification is required for appointment to this post. However the post holder will need to undertake the Care Certificate within 6 months and start working towards the OCR Level 3 Diploma for Residential Childcare within 6 months of employment and complete within two years of employment if they do not hold a relevant Level 3 award. | NVQ Level 3 in Health and Social Care (Children & Young People) ; or Children’s and Young People’s Workforce Level 3 Diploma; or Level 3 Diploma for Residential Childcare; or an award that demonstrates similar competencies.  GCSE level in Maths & English or equivalent skills level  Full UK valid Driving License |
| Experience |  | Providing care and support to children and/or vulnerable people (voluntary experience also qualifies)  Experience of working with children with additional needs / disabilities |
| Knowledge & Understanding | Health and Safety in living environments. | Understanding of children and their development.  Basic awareness of health & safety issues in the care and support of children / vulnerable people  Basic awareness of learning disabilities /epilepsy/autism |
| Abilities and Skills | Ability to communicate effectively both orally and in writing  Ability to communicate effectively with students and colleagues  Good literacy and numeracy skills.  Ability to record work in accordance with statutory and service requirements  Good team-worker  High degree of physical effort and manual dexterity  Ability to undertake physical activity to support active and energetic children/teenagers and remain with them at all times | Ability to use Microsoft Word and Outlook. |
| Other attributes | Commitment to:   * The work and ethos of St Elizabeth’s Centre * Equality and promoting respect and dignity for all * The care and well-being of children and young people.   Initiative to develop self and others and to be reflective  Confidence to speak up for self and others  Patience and understanding  Able to understand and follow instructions  Able to cope in an emergency  Emotional resilience to work with people whose behaviour can challenge the service at times  Commitment to undertake further training and development as necessary |  |
| Special Circumstances | Suitability to work with children and vulnerable adults.  Willing and able to undertake the following as required after training:   * Work safely without supervision * Moving and positioning of children and young people (including hoists and wheelchairs) * Undertake MAPA (Managing Actual and Potential Aggression) ) training; positive handling strategies training. * Assist children and young people with all aspects of personal care * Work with people whose behaviour, due to the nature of their additional needs, can challenge the service at times. * Support and accompany children and young people with a range of leisure activities. * To assist / carry out the preparation, cooking and ensure the safe storage of food, meeting the nutritional needs of service users.   Use Personal Protective Equipment as provided.  Able to work a shift pattern, including some unsocial hours (a mixture of late and early shifts) and weekends.  Able to get to and from the workplace which is not on a public transport route.  **For Float only**: Able to undertake and pass St Elizabeth’s on and off site medication training course. |  |

Residential Learning Support Assistant (School)

**Post: Residential Learning Support Assistant**

**Location: St Elizabeth’s School**

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|  | Essential Criteria\* ***\*Reasonable adjustments will be considered within the needs of the service where applicable under the Equality Act 2010*.** | Desirable Criteria |
| Qualifications | One of the following:  (A)  OCR Level 3 Diploma for Residential Childcare; or NVQ Level 3 in Health and Social Care (Children & Young People); **or** Children’s and Young People’s Workforce Level 3 Diploma **or**  (B)  NVQ Level 3 in Supporting Teaching and Learning in Schools. (Or an award that demonstrates similar competencies).  Ability and commitment to undertake a second Level 3 award (from the list above) to achieve dual qualification i.e. One from (A) and one from (B) during the first year in post. | GCSE level in Maths & English or equivalent skills level  Full Driving Licence  ELKLAN Speech and Language  Makaton  Full UK valid Driving License |
| Experience | Experience of working with children and young people with additional needs / disabilities in a residential or education setting (this can include voluntary work). | Experience of working with children and young people with additional and complex health, learning or emotional needs including ASD. |
| Knowledge & Understanding | Understanding of children and their learning and development.  Knowledge of Child Protection and Safeguarding procedures.  The role played by adults in a child’s learning.  Health and Safety in learning and living environments. | Government legislation and guidance relating to education, DFE, OFSTED.  Knowledge and understanding of Children’s Homes Regulations 2015 and the Quality Standards  Knowledge and understanding of policies and procedures in relation to children living away from home.  An understanding of classroom roles and responsibilities.  Assessment processes for children and young people. |
| Abilities and Skills | Good Literacy / Numeracy Skills  Ability to communicate effectively both orally and in writing.  Ability to communicate and relate effectively with students and colleagues.  Good team-worker.  Good organisational skills.  Ability to record work in accordance with statutory and service requirements  Ability to gain a good understanding of curriculum and associated resources.  Ability to use Microsoft Word and Outlook.  Ability to work constructively as part of a multi disciplinary team.  Ability to undertake and pass St Elizabeth’s Centre off site medication training course.  Ability to effectively support learning activities (on and off site).  High degree of physical effort and manual dexterity.  Ability to undertake physical activity to support active and energetic children/teenagers and remain with them at all times. | Experience in responding to emergency situations regarding health and/or behaviour challenges.  Using ICT to support learning. |
| Other attributes | Commitment to:   * The work and ethos of St Elizabeth’s Centre * Equality and promoting respect and dignity for all * The care and well-being of children and young people.   Initiative to develop self and others and to be reflective  Confidence to speak up for self and others  Patience and understanding  Able to understand and follow instructions  Able to cope in an emergency  Emotional resilience to work with people whose behaviour can challenge the service at times  Commitment to undertake further training and development as necessary |  |
| Special Circumstances | Suitability to work with children and vulnerable adults.  Willing and able to undertake the following as required after training:   * Work safely without supervision * Moving and positioning of children and young people (including hoists and wheelchairs) * Undertake MAPA (Behaviour Management) positive handling strategies training. * Assist children and young people with all aspects of personal care * Work with people whose behaviour, due to the nature of their additional needs, can challenge the service at times. * Support and accompany children and young people with a range of learning and leisure activities.   Able to work a shift pattern, including some unsocial hours (a mixture of late and early shifts) and weekends  Able to get to and from the workplace which is not on a public transport route. |  |

Residential Learning Support Assistant (College)

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|  | CRITERIA\*(Unless marked as ‘Desirable’, all shown are Essential) | **Method of Assessment** |
| **Knowledge, Skills and Qualifications** | Level 2 or equivalent qualification in Health & Social Care  OR Learning  Plus commitment to work towards an equivalent skills level in the second area (Health & Social care or Learning) and an expectation to complete this within a reasonable period once offered.  Numerate and literate to the equivalent level of GCSE level in Maths & English (Qualifications are NOT essential)  *Desirable only:* Basic awareness of learning disabilities, epilepsy or autism | Application  Interview  Qualification  Selection exercise |
| **Experience** | *Desirable only:* Experience of providing care and support to vulnerable people in a paid or voluntary capacity | Application  Interview  Reference |
| **Abilities and Skills** | Ability to communicate clearly, face to face and in writing  Able to understand and follow instructions  Able to work safely without direct supervision  Collaborative team working skills | Application  Interview  Reference |
| **Other attributes** | Commitment to:   * The work and ethos of St Elizabeth’s * Equality and promoting respect and dignity for all * The care and well-being of people   Desire to promote independence in individuals by working in a manner which gives them maximum choice and control of their lives.  Boundaries between professional and personal relationships  Confidence to speak up assertively for self and others  Compassion, patience and understanding  Adaptable and able to work in a challenging and changing environment  Able to cope in an emergency  Emotional resilience to work with people whose behaviour can challenge the service at times  Commitment to undertake further training and development as necessary  A desire to enable others and make a positive difference to people’s lives | Application  Interview  Reference |
| **Special Circumstances** | Suitability to work with adults at risk and children\*\*  Willing and able to undertake the following as required after training:   * Moving and positioning of individuals (including hoists and wheelchairs) * Apply crisis prevention and intervention techniques * Assist residents with all aspects of personal care * Work with people whose behaviour, due to the nature of their disability, can challenge the service at times. * Support and accompany residents with leisure activities including swimming * To assist / Carry out the preparation, cooking and ensure the safe storage of food, meeting the nutritional needs of service users. * Use Personal Protective Equipment as provided   Able to work a shift pattern, including some unsocial hours (usually a mixture of late and early shifts, with some weekend working)  Able to get to and from the workplace (which is NOT on a public transport route)  *Desirable only*: Full UK valid driving licence | DBS  Interview  Pre-employment health check via Occupational health service  Application/ Interview |

Night Care Assistant

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| Requirements | Essential | Desirable | **Assessment**  **Method** |
| 1.Previous experience | * Experience in a care environment | * Experience of people with learning disabilities/ epilepsy/ challenging behaviour * Experience working along side nurses in nursing environment | Application form and Interview  Application form and Interview |
| 2. Skills / Knowledge | * Ability to communicate effectively at all levels, both verbally and in writing * Ability to work both individually and as part of a team * Ability to provide intimate and personal care to residents during illness * Ability to liaise effectively with internal agencies * Ability to work in accordance with the centres policies and procedures | * Knowledge of seizure management and medication * Knowledge of disability issues and principles of normalisation * Knowledge of health and safety legislation * Ability to cope in emergency situation * Knowledge of multi disciplinary working | Application form & Interview  Application form & Interview  Application form & Interview  Application form & Interview  Application form & Interview |
| 3.Disposition / attitude | * Sensitivity to others * Flexible approach * Ability to demonstrate patience, and understanding towards clients and colleagues * Reliable and punctual * Willingness to undertake further development when required * Common sense approach |  | Application form & Interview  Application form & Interview  Application form & Interview  Interview  Application form & Interview  Application form & Interview |
| 4.Qualifications |  | * Level II – III qualification in Health & Social Care (Adults) | Application form |
| 5. Special circumstances/ Requirements | * Self managed travel * Suitability to work with vulnerable adults * Commitment and understanding of the ethos of St. Elizabeth’s Centre. * Ability (including resilience) to work unsocial hours. * Commitment to undertake further training and development as necessary for the post. * Emotional resilience to work with people whose behaviour, due to the nature of their disability, can challenge the service at times. * Ability to undertake moving and positioning of residents (including hoists and wheelchairs) as required after training * A Willingness and ability to assist residents with all aspects of personal care if required after training. | * Full UK driving licence | Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview |