

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Care Assistant	JE Ref	G064
Service	Social Work Services	Band	5
Base	Dumfries		

References	Name	Good	Fair	Poor
1				
2				

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
Higher grade(s) in education and/or Level II or III SVQ/NVQ in care or equivalent or working towards this	✓		Knowledge of issues which effect adults with a learning disability and their carers	✓	
Moving and Handling		✓	Understanding of issues around confidentiality	✓	
			Knowledge of assessment methods		✓
2. Experience	Score		5. Personality Factors	Score	
Experience of paid/unpaid work with people with a learning disability	✓		Non-discriminatory	✓	
Experience of work in the care sector	✓		Patient	✓	
Experience of work with people who have multiple disabilities		✓	Adaptable	✓	
			Sensitivity	✓	
3 Skills and Abilities	Score		6. Other Requirements	Score	
Ability to communicate effectively orally and in writing	✓		Flexible work availability	✓	
Ability to communicate appropriately with adults with a learning disability	✓		Mobile around the area		✓
Able to use/demonstrate initiative	✓		Reliable	✓	
Ability to pass on information and skills	✓				
Ability to work as part of a team	✓				
Have basic IT skills	✓				
Good organisational skills	✓				

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly

identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate	
		Total Score	

person-specification_2012