

Person Specification

Job Title:	Care Assistant – Older People’s Day Service	Post number:	00
Grade:	5	Department:	People & Communities
		Division:	Adult Social Care Operations
Hours:	20	Executive Director:	Stephen Taylor
		Service Director:	Debbie McQuade
Date:	February 2025	Completed by:	Dawn Williams

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of Adult Social Care and safeguarding responsibilities • Understanding of and sympathy with the needs of elderly people with dementia and how to best provide support • Good customer care • Health & Safety basics – including moving and handling, infection control, medicines management • Financial and cash handling procedures 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Good communication skills (verbal and written) and be able to engage with people with varying levels of mental capacity and cognition • Positive, competent and approachable working style • Ability to identify and safely manage risks to clients and staff 	<ul style="list-style-type: none"> • Able to access and use the mosaic case management system • PCV driving licence & ability to drive a large vehicle in the Peterborough area

EXPERIENCE	<ul style="list-style-type: none"> • Previous skills and or transferable skill, within a care background. 	<ul style="list-style-type: none"> • Extensive experience of working in a care setting with older people (at least 2 years) • Experience of working with older people who have varying levels of cognition in a care environment
QUALIFICATIONS	<ul style="list-style-type: none"> • Ability and willingness to undergo formal qualification provided by Peterborough City Council to achieve social care diploma 	<ul style="list-style-type: none"> • NVQ Level 2 Care Skills or equivalent • Trained in First Aid in Health & Social Care • Trained in Dementia Care • Trained in Safeguarding Vulnerable Adults
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to work flexible hours when required and at any reasonable location as directed 	
EQUALITY	Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]