**Job Specification**

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| **Skills, Abilities, Knowledge & Experience** | **Essential (E), Desirable (D)** | **Method of Assessment** |
| Good communication skills | E | Telephone Screen / Meeting |
| Competent with handling money and carrying out simple paperwork/ Record keeping. | E | Application Form / CV |
| Able to show discretion and maintain confidentiality. | E | Meeting |
| Able to use own initiative. | E | Telephone Screen / Meeting |
| Able to work independently. | E | Telephone Screen / Meeting |
| Sensitive and caring attitude towards the needs of older people. | E | Telephone Screen / Meeting |
| Common sense and a flexible approach to work | E | Telephone Screen / Meeting |
| Experience of housework / cleaning | E | Application Form / CV |
| Experience of working with older people | E | Application Form / CV Telephone Screen / Meeting |
| Awareness of Health and Safety issues within the home. | D | Meeting |
| Knowledge of basic food and home hygiene. | D | Telephone Screen / Meeting |
| **Qualifications Education & Training** | | |
| A basic level of education in English and Maths | E | Application Form / CV |