

**Age UK Hertfordshire
Person Specification**

POST TITLE: Home Helper Plus	
<p>The requirements stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria. NB: In your CV application with covering letter, you should cover all criteria in turn, as each will be assessed and marked during short-listing.</p>	
CRITERIA	Method of assessment
SKILLS & ABILITIES	
Good communication skills (Essential)	A & I
Competent with handling money and carrying out simple paperwork/Record keeping. (Essential)	A & I
Able to show discretion and maintain confidentiality. (Essential)	A & I
Able to use own initiative. (Essential)	A & I
Ability to work independently. (Essential)	A & I
ATTITUDE & PERSONAL CIRCUMSTANCES	
Sensitive and caring attitude towards the needs of older people. (Essential)	A & I
Common sense and a flexible approach to work (Essential)	A & I
Home base to be located in or near to your named district council area (Essential)	A
Willingness to work flexibly to provide necessary cover	
EXPERIENCE	
Experience of housework / cleaning (Essential)	A & I
Experience of working with older people. (Desirable)	A & I
Knowledge of Word & IT Databases (Desirable)	A
KNOWLEDGE	
Awareness of Health and Safety issues within the home. (Desirable)	A & I
Knowledge of basic food and home hygiene. (Desirable)	A & I
QUALIFICATIONS, TRAINING & EDUCATION	
A basic level of education in English and Math; (Essential)	A
Training in First Aid & Food Hygiene (Desirable)	A
Car owner with full drivers license (Essential)	A

Methods of Assessment: Key to abbreviations	
A	Application letter + CV (these are also shortlist criteria)
I	Interview