



PERSON SPECIFICATION

TEAM LEADER

	Essential requirements
EDUCATION /QUALIFICATIONS	<ol style="list-style-type: none"> 1. Willing to undertake mandatory and appropriate training 2. Ability to read and understand policy documents 3. Basic numeracy skills 4. Level 3 diploma in Health & Social Care or working towards 5. Computer literate
SKILLS / ABILITIES	<ol style="list-style-type: none"> 6. Ability to ensure good standards of practice 7. Ability to update and maintain care plans 8. Ability to work under pressure in stressful situations 9. Ability to recognise and report deficiencies in the service to management 10. Ability to lead a team 11. Ability to assist with all aspects of daily living 12. Ability to develop relationships within the local community with service users 13. Ability to form positive working relationships with service users, families and professionals 14. A desire to develop new skills and learning
EXPERIENCE / UNDERSTANDING	<ol style="list-style-type: none"> 15. Recognise the importance of health and safety 16. Importance of following policy and procedure 17. Importance of maintaining confidentiality 18. Auditing of accounts 19. Dispensing of medication 20. An understanding of abuse
OTHER	<ol style="list-style-type: none"> 21. Flexible working 22. Ability to adapt to the changing needs of service users and the service 23. Motivation and an eagerness to develop the service
DESIRABLE	<ol style="list-style-type: none"> 24. Although a full driving licence is not essential it is desirable.

January 2017