



**PERSON SPECIFICATION**

**TEAM LEADER**

	<b>Essential requirements</b>
<b>EDUCATION /QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Willing to undertake mandatory and appropriate training</li> <li>2. Ability to read and understand policy documents</li> <li>3. Basic numeracy skills</li> <li>4. Level 3 diploma in Health &amp; Social Care or working towards</li> <li>5. Computer literate</li> </ol>
<b>SKILLS / ABILITIES</b>	<ol style="list-style-type: none"> <li>6. Ability to ensure good standards of practice</li> <li>7. Ability to update and maintain support plans</li> <li>8. Ability to work under pressure in stressful situations</li> <li>9. Ability to recognise and report deficiencies in the service to management</li> <li>10. Ability to supervise and lead a team</li> <li>11. Ability to assist with all aspects of daily living</li> <li>12. Ability to develop relationships within the local community with the people we support</li> <li>13. Ability to form positive working relationships with staff, the people we support, families and professionals</li> <li>14. A desire to develop new skills and learning</li> </ol>
<b>EXPERIENCE / UNDERSTANDING</b>	<ol style="list-style-type: none"> <li>15. Recognise the importance of health and safety</li> <li>16. Importance of following policy and procedure</li> <li>17. Importance of maintaining confidentiality</li> <li>18. Carry out regular audits</li> <li>19. Dispensing of medication</li> <li>20. An understanding of safeguarding</li> </ol>
<b>OTHER</b>	<ol style="list-style-type: none"> <li>21. Flexible approach and able to work a variety of shifts including weekends and bank holidays</li> <li>22. Ability to adapt to the changing needs of the people we support and the service</li> <li>23. Motivation and an eagerness to develop the service</li> </ol>

<b>DESIRABLE</b>	24. Although a full driving licence is not essential it is desirable.

October 2023