

## PERSON SPECIFICATION      SUPPORT AND ACTIVITY WORKER

	Essential	Desirable
EDUCATION / QUALIFICATIONS	1. To undertake induction and appropriate training	
SKILLS / ABILITIES	2. Ability to accurately report, record and maintain records, and produce reports	
	3. Ability to ensure high standards of practice are maintained	
	4. Ability to communicate clearly both verbally and in writing	
	5. Basic numeracy skills for handling money and medication	
	6. Ability to use a computer to send/receive emails, to complete reports and plans and to research resources	
	7. Ability to research and access local sources and take ownership of individual projects	
	8. Be able to bring your own skills and ideas to the service and implement them	
	9. Ability to show initiative and adapt to the changing needs of the service and customers, whilst promoting individual choices, rights and independence	
	10. Ability to interact and maintain good relationships with a variety of people eg. customers, professionals and families	
	11. Ability to develop relationships within the local community with customers	
	12. Ability to prioritise and follow through decisions.	
	13. Recognise and report deficiencies.	
	14. Assist with all aspects of daily living skills and personal care	
EXPERIENCE / UNDERSTANDING	15. Have an understanding of dignity, equality and diversity	

	16. Understand the importance of maintaining confidentiality and the Data Protection Act	
OTHER	17. Flexible working including evenings and weekends as required by the needs of the service	
	18. Full clean driving licence and ability to drive company vehicles.	

August 2025