

**Person Specification**

**Job Title: Health Visitor Clerical Assistant**      **Division: Out of Hospital Care Collaborative**

<b>Job Requirements</b>		<b>Weighting</b>
<b>QUALIFICATIONS/TRAINING</b> • Level of education • Professional qualifications • Vocational Training • Post basic qualifications • Training and learning programmes/courses	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• RSA qualification or equivalent</li> </ul>	E D
<b>EXPERIENCE</b> • Length and type of experience • Level at which experience gained	<ul style="list-style-type: none"> <li>• Recent office experience</li> <li>• Experience of Microsoft Computer packages inc. Word, Excel</li> <li>• Experience gained preferably within the NHS.</li> <li>• Previous work with babies, young children and families in the last three years.</li> </ul>	E E D D
<b>SKILLS/KNOWLEDGE</b> • Range and level of skills • Depth and extent of knowledge	<ul style="list-style-type: none"> <li>• Demonstrate good organisational skills and be able to maintain office systems.</li> <li>• Ability to work unsupervised and manage own workload.</li> <li>• Must be willing, after training, to undertake clinical tasks which assist professional staff, e.g. weighing of babies and be willing to undertake further training as required</li> <li>• Must be able to demonstrate the importance of maintaining confidentiality of client information.</li> <li>• Must have an understanding of Child Protection principles and willing to undertake mandatory Child Protection Training</li> </ul>	E E E E E
<b>PERSONAL QUALITIES</b> • Sometimes called attributes	<ul style="list-style-type: none"> <li>• Good interpersonal skills and be able to communicate effectively, including a good telephone manner and message taking skills.</li> <li>• Must be able to demonstrate an understanding of equal opportunities and anti- discriminatory practice in the workplace.</li> <li>• Must be able to work as a member of a team supporting other members of the Health Visiting team.</li> </ul>	E E E

<b>OTHER JOB REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Physical attributes</li> <li>• Specific job circumstances such as unsocial hours</li> <li>• Special requirements such as car driver</li> </ul>	<ul style="list-style-type: none"> <li>• Must be able to meet the travel requirements of the role.</li> <li>• Must be willing to work flexibly within working hours of 9am-5pm Monday to Friday.</li> <li>• The post holder may be required to undertake some moderate lifting and handling</li> </ul>	E E E
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**\* Notes on Completion**

**JOB REQUIREMENTS**

The job requirements are in effect the person specification, in that they specify the person who could do the job competently.

**WEIGHTING**

Please indicate for each criteria whether it is **Essential** or **Desirable**.