

**HEALTH CARE ASSISTANT (HCA)****PERSON SPECIFICATION:**

<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good general education</li><li>• Meet and maintain the requirements for registration with the SSSC and/or NMC</li><li>• SVQ/NVQ level 2/3 in Health and Social Care or working towards achieving this</li><li>• Meeting and maintaining the requirements for registration with the SSSC and/or NMC</li></ul>	<ul style="list-style-type: none"><li>• Customer services Diploma</li><li>• NVQ level 2/3 in health care</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience working as a Health Care Centre Assistant in a care or similar setting</li></ul>	<ul style="list-style-type: none"><li>• School nursing, nursing and/or pastoral care experience</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Understand the need for, and able to maintain confidentiality of patient information and records at all times.</li><li>• Understanding of the Data Protection Act and GDPR</li><li>• Sound communication skills both written and verbal</li><li>• Understand the importance of Health and Safety</li><li>• Must be organised and able to prioritise their work</li><li>• Be able to work independently as required.</li><li>• Basic knowledge of Microsoft computer packages</li></ul>	<ul style="list-style-type: none"><li>• Relevant experience within a health care (or similar) setting and can relate theory to practice.</li><li>• Attended INSET days related to health care.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Maintain a high standard of personal behaviour and appearance</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Promote teamwork and foster good working relations within the department and team.</li><li>• Courteous, helpful and professional</li><li>• Caring</li><li>• Able to use initiative and undertake duties with supervision</li><li>• Flexible and adaptable</li><li>• Enjoy being busy and is self motivated with high standards.</li></ul>	<ul style="list-style-type: none"><li>• Qualification(s) and/or formal training in a pastoral environment.</li></ul>