



Person Specification			
Post title	Rapid Response Assistant	Grade / Salary	D / £24,790 - £25,183 (pro rata for part time staff)

*** * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months * * ***

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Ability to keep accurate and complete documentation and to provide short written summaries.	I, CV/SS
S2	The ability to communicate effectively with a range of people	I, CV/SS
S3	The ability to demonstrate satisfactory levels of numeracy and literacy	I, CV/SS
S4	The ability to communicate effectively with a range of people	I, CV/SS
S5	Ability to demonstrate active listening skills including non-verbal skills, questioning skills	I, CV/SS
S6	The ability to encourage the development of professional relationships within families, friends and community resources	I, CV/SS
S7	The ability to monitor and report changes in the identified needs of service users/carers	I, CV/SS
S8	Ability to demonstrate the principles of care i.e. maintaining dignity, choice, independence ensuring confidentiality at all times	I, CV/SS
S9	Ability to work on own initiative within the levels of competency as defined within the role	I, CV/SS
S10	Ability to work as a flexible team member across the Borough	I, CV/SS
S11	Ability to identify and manage risk within guidance, policies and procedure.	I, CV/SS
S12	Recognise and respond to Safeguarding issues	I, CV/SS

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S13	Experience of coping or dealing with difficult situations within the limitations of the role and seeking appropriate advice	I, CV/SS
S14	The ability to form positive working relationships	I, CV/SS
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Have access to your own personal vehicle or equivalent mobility	CV/SS, I
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	I, CV/SS
Qualifications		
Q1	The commitment to work towards Level 2 Diploma in Health and Social care or equivalent	I, CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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