

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of negotiating service level agreements and working with contractors
- Experience of accurately recording information, setting up and maintaining electronic records
- Experience of conducting fire risk assessments
- Experience of inspection and writing reports
- Able to maintain excellent relationships with internal and external stakeholders
- Knowledge of Health & Safety

Desirable

- Experience of providing training
- Experience of being responsible for premises
- Experience of working with people with disabilities
- Understanding of Health & Safety and how this applies in a work setting

Part B

The following criteria will be further explored at the interview stage:

- Understand the requirements of facilitating fire evacuation procedures effectively and efficiently.
- Understanding of safe working practices in an educational environment

Additional Requirements

Suitability to work with vulnerable client groups

Person Specification

Guidance Notes

- Part A of the person specification should list the essential criteria, and any desirable criteria if appropriate, which are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed, (desirable criteria can usually be acquired once the person has commenced work with us).
- Part A of the person specification should focus on criteria which will be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed within the interview stage.
- Part B of the person specification should focus on those criteria which will be **further assessed at the interview stage**.
- Criteria should be described in terms of what you want the person to demonstrate and how this may be evidenced. This ensures we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges, who may not have come from a traditional public sector background.
- Criteria must not be discriminatory and managers need to be careful not to put too much emphasis on formal qualifications or lengths of experience which they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criteria don't use it as a selection criteria.
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements which could exclude people with a disability.
- If there are any additional work related criteria related to the job these should also be included at Part B Additional Requirements, for example, able to work weekends or evenings etc.
- Staff working in CQC registered care homes providing accommodation and nursing care are required to have full vaccination status or a medical exemption and this should be included in Part B Additional Requirements for relevant jobs.