

This list is not exhaustive and will change according to the post applied for. It is useful in determining the short listing of applicants but should be used in conjunction with other interview tools. The “verified by” column could include interview, references, application form or any formal testing methods used in the interview e.g. data input.

Attributes/skills	Essential	Desirable	Verified by
Ability to drive			
Reliability			
Written Recording			
Flexibility			
Caring Nature			
Good Communication			
Team Player			
Takes the Lead			
Undertake Training			

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the *Data Protection Act 2018*.

All staff must ensure that they are aware of their responsibilities under the *Health and Safety at Work Act 1974*.

All staff must ensure familiarity and understanding of the New Fundamental Standards Regulations 9 – 20.