

SHOPPER – PERSON SPECIFICATION

	<u>Essential/Desirable</u>	<u>How Tested</u>
Legal Requirements		
Valid driving licence	E	Application
Training		
To undertake required training including: <ul style="list-style-type: none"> • Driving assessment • Moving and Handling • Any other training in line with duties 	D	Application/Interview
To participate in own personal development, attend identified training courses and disseminate training to colleagues as required	E	Application/Interview
Skills		
Good Numeracy	E	Interview/Test
Good Literacy	E	Interview/Test
Basic IT knowledge including using online services	E	Interview/Test
Abilities		
Demonstrates effective communication skills with <ul style="list-style-type: none"> - members and families - colleagues 	E	Interview
Demonstrates good interpersonal skills	E	Interview
Approachable and diplomatic	E	Interview
Ability to work under pressure	E	Interview
Use your own initiative and be adaptable in order to work on your own and as part of the team	E	Interview
To ensure that all services are provided in accordance with the Centre 81's Standards, Equal Opportunities and Quality Assurance statements	E	A & I
Demonstrate the ability to maintain confidentiality	E	A & I
Other		
To work occasionally outside usual hours	E	A & I
To be reliable and punctual	E	A & I