



ADMISSIONS & SAFETY WORKER SPECIFICATION (ASW/01/18)

SKILLS AND EXPERIENCE

Criteria	Essential	Desirable
Education & Qualifications		<ul style="list-style-type: none"> At least an NVQ Level 2 or equivalent in a relevant discipline
Experience	Demonstrate experience in the following: <ul style="list-style-type: none"> At least 1 year's relevant experience in working with young people or vulnerable adults in a paid capacity Reception or administration duties Conducting Health and Safety Audits 	<ul style="list-style-type: none"> At least 2 years' relevant experience in working with young people or vulnerable adults in a paid capacity Demonstrate experience of working in a residential setting
Knowledge and Skills	<ul style="list-style-type: none"> Competence in MS Office and report writing 	
Personal Attributes	<ul style="list-style-type: none"> Proven ability to work flexibly as part of a team and to take responsibility for your own work with minimum supervision Possess good organisational and administrative skills Excellent communication and interpersonal skills Capacity to handle pressure and to be adaptable to changing demands 	
Other Requirements	<ul style="list-style-type: none"> Complete and pass the Enhanced Access NI Check Work evenings and weekends on a weekly basis as part of the rota Travel: working and travel to more than one site will be required to fulfil the demands of the post 	