



AUGUST 2023 - AUGUST 2024



JOB DESCRIPTIONS AND PERSON SPECIFICATIONS POLICY

The "Job Descriptions and Person Specifications Policy" outlines the approach and guidelines that GGW Care Ltd. follows when creating, updating, and utilizing job descriptions and person specifications for recruitment purposes.

Below is a summary of the main points of the policy:

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POLICY STATEMENT

Accurate job descriptions and person specifications are considered essential for all positions and recruitment processes within the care service. The accuracy of these documents is believed to promote fairness in the recruitment process, ensuring that candidates are well-informed about job requirements before interviews.

JOB DESCRIPTION POLICY

A job description is a written document that outlines the main duties and responsibilities of a particular position. It describes the role without referencing any current staff member's performance. Accurate job descriptions serve various purposes, including aiding in recruitment, selection, defining employment contracts, protecting against discrimination or unfair dismissal claims, and communicating expectations to new staff.

PERSON SPECIFICATION POLICY

A person specification is a written document that specifies the knowledge, skills, and experience required for a post holder to effectively perform the duties outlined in the job description. It is used for recruitment purposes to evaluate candidates.

CREATING AND UPDATING JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

- A job description should exist for every role in the care service, and new descriptions should be developed for new roles.
- Existing job descriptions should be reviewed when posts become vacant.
- Job descriptions should be concise and cover:

- Job title.
- Hours of work.
- Required Disclosure and Barring Service checks.
- Organizational arrangements, including managerial accountability.
- Job purpose.
- Main duties and responsibilities (stated in terms of achievements and tasks, including context and deadlines).

- Person specifications should detail qualifications, knowledge, and experience required for the role, categorized as "essential" or "desirable."
- Sections in the person specification should cover:

- Education, training, and qualifications.
- Professional body registration (if applicable).
- Skills and abilities.
- Experience (including specific experience requirements and how it can be gained).

TRAINING

- Staff involved in creating job descriptions and person specifications should familiarize themselves with the policy.
- Staff involved in recruitment should receive training in interviewing and the recruitment process.

The policy aims to ensure consistency, fairness, and clarity in recruitment processes within the care service by maintaining accurate and comprehensive job descriptions and person specifications. It emphasizes the importance of aligning these documents with the actual requirements of the role and utilizing them as tools throughout the recruitment process.

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Experience the GGW Care Limited difference and discover a higher standard of care for yourself or your loved ones.



1. Dementia Care: Expert caregivers providing compassionate support for individuals with dementia, enhancing their quality of life.

2. Mental Health Conditions: Personalised care for individuals with mental health conditions, prioritising well-being and comfort.

3. Personal Care: Respectful and dignified assistance with daily activities like bathing, grooming, dressing, and medication management, promoting independence.

4. Physical Disabilities Care: Specialised care for individuals with physical disabilities, including mobility assistance and enhancing comfort and independence.

5. Sensory Impairment: Tailored support for individuals with sensory impairments, offering assistance to enhance well-being for those with visual or hearing impairments.

6. 24-Hour Care: Round-the-clock support for individuals who prefer to stay in their own homes.

7. Day Sit-in Service and Night Stay Service: Available caregivers for day-time support and overnight stays, ensuring round-the-clock assistance.

8. Escort to Hospital or Day Care: Transportation services to accompany and assist individuals to hospitals or day care facilities.

9. Shopping and Cleaning Service: Assistance with shopping tasks and maintaining a clean and organised living environment.

Those We Serve: We recognise the unique needs of these groups and provide tailored care to help them lead fulfilling lives.

Older People: Our services are designed comprehensively for individuals aged 65 and above.

Young Adults: Our support services are also extended to young adults with physical disabilities, sensory loss, and learning disabilities.



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