**NHS LOTHIAN**

**Edinburgh Community**

**Post: Sewing Room assistant**

**PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

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| Criteria | Essential | Desirable | How assessed |
| Personal Traits | * Understands and demonstrates the NHS Lothian’s values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes | * Reliable, Self motivated, Smart, Articulate. Compassionate. | I |
| Qualifications and Training | * Ability to demonstrate effective use of basic computer skills * Minimum standard grade English & Maths or equivalent with a good level of literacy & numeracy | * Experience of working in a mental health environment * Sufficient sewing machine experience | A I |
| Experience and Knowledge | * Fully checkable employment and personal history including PVG check | * Working knowledge of health & safety legislation * Range of experience and ability to adapt/repair items and create/reconstruct basic items/garments from scratch eg replace zips, repairs sleeves etc | A I |
| Skills and/or Abilities | * To be able to work in a flexible manner * Good customer care skills * Good verbal and non-verbal communication skills * Good telephone manner * Ability to use initiative as required as may be lone working | * Ability to organise tasks in a practical and efficient manner. | I |
| Specific Job Requirements | * Good level of fitness to meet the physical demands of the post. | * Ability to work alone or as part of a team | I |

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| **Key – how assessed** | |
| A = Application form | I = Interview |
| C = Copies of certificates | T= Test or exercise |
| P = Presentation | R = References |