



**FRONT DESK AUDIT SCHEME**  
**PERSON SPECIFICATION**

<b>Essential Criteria</b>	<b>Evidence</b>
<b>1</b> Applicants must be at least 18 years of age.	Application
<b>2</b> Applicants must live or work in Cheshire.	Application
<b>3</b> Resident in the UK for at least three years prior to date of application.	Application
<b>4</b> Demonstrate an ability to complete forms accurately, clearly and concisely.	Application
<b>5</b> Demonstrate excellent oral and written communication skills.	Application and Interview
<b>6</b> Demonstrate sufficient time, flexibility and commitment to carry out the role of a Front Desk Auditor.	Interview
<b>7</b> Work with fellow Front Desk Auditors as part of a team to meet the requirements of the scheme.	Interview
<b>8</b> To undertake visits safely and abide by procedures outlined in the 'Memorandum of Understanding' and Front Desk Audit 'Scheme Guidance'.	Application and Interview
<b>9</b> Demonstrate respect for people from diverse communities and be able to communicate effectively with people from a variety of backgrounds in-line with equal opportunities.	Application and Interview
<b>10</b> Demonstrate an independent and impartial view in relation to all parties involved in the Front Desk Audit Scheme.	Interview
<b>11</b> Be reliable and punctual.	Interview
<b>12</b> Demonstrate excellent observational and listening skills.	Interview
<b>13</b> Be able to maintain confidentiality.	Interview
<b>14</b> Access to appropriate transport to undertake programmed visits.	Interview