

Market: UK	Authorised: _____	Date: _____	Page 4
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STATEMENT OF PURPOSE

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Part 2: ORGANISATION & STAFFING:

2.1 JOB POSITIONS WITHIN THE DAY CENTRE:

- The Staff Complement within the Centre is structured into the following Job Positions:

Job Position (<i>amend as appropriate</i>)	Number of Staff	
	Full-time	Part-time
Manager		
Senior Care Assistant		
Care Assistant	(<i>complete this table as appropriate</i>)	(<i>complete this table as appropriate</i>)
Cook		
Housekeeper / Domestic		

- Each Job Position is supported by 3 key documents:
 - Employee Specification* - summarising the personal qualities, professional qualifications and appropriate work experience required from a Job Applicant.
 Our Form Nos 1-05-A to 1-06-E refer.
 - Job Description* - summarising the tasks and duties associated with the Job Position, and associated reporting relationships.
 Our Policy Nos 150 to 154 refer.
 - Training Plan* - summarising the fundamental training that the job holder is required to undergo to satisfactorily carry out the duties listed in the Job Description.
 Our pro-forma Form No 1-16: Training Courses, refers.