# 

PERSON SPECIFICATION – HOUSEKEEPER

# SKILLS, KNOWLEDGE AND EXPERIENCE

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| --- | --- | --- |
| ESSENTIAL | DESIRABLE | IDENTIFIED BY |
| Experience in supporting or leading a team  Experience in cleaning within a similar environment  Knowledge of health and safety including understanding of conducting risk assessments.  IT experience e.g. use of word, email and internet.  Experience in setting targets/goals and monitoring performance against them | Control of stock and ordering  Experience in conducting supervisions / appraisals | Application form / Interview  Application form / Interview  Application Form / Interview  Application Form  Application Form / Interview  Application Form / Interview  Application Form/ Interview |

# QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| ESSENTIAL | DESIRABLE | IDENTIFIED BY |
| Numerate and literate | H&S Qualification Level 2 | Certificates of Qualification |

# ATTITUDE AND MOTIVATION

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| --- | --- | --- |
| ESSENTIAL | DESIRABLE | IDENTIFIED BY |
| Highly motivated with a commitment to deliver a professional service  Ability to work alone and unsupervised  Flexible and willing to work in other areas to cover for absence  Self-confidence and ability to be assertive to achieve organisational goals |  | Interview  Interview  Interview  Interview |