#

PERSON SPECIFICATION – HOUSEKEEPER

# SKILLS, KNOWLEDGE AND EXPERIENCE

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| --- | --- | --- |
| ESSENTIAL | DESIRABLE | IDENTIFIED BY |
| Experience in supporting or leading a teamExperience in cleaning within a similar environmentKnowledge 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 orderingExperience in conducting supervisions / appraisals | Application form / Interview Application form / Interview Application Form / InterviewApplication Form Application Form / Interview Application Form / InterviewApplication 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 serviceAbility to work alone and unsupervisedFlexible and willing to work in other areas to cover for absenceSelf-confidence and ability to be assertive to achieve organisational goals |  | InterviewInterviewInterviewInterview |