

Housekeeper – Person Specification

| | Essential | Desirable | Method of Assessment |
|------------------------------------|--|--|---|
| Qualifications | <ul style="list-style-type: none"> Have excellent communication skills | <ul style="list-style-type: none"> English and Maths at GCSE standard or higher | <ul style="list-style-type: none"> Application Form Interview Certificates |
| Experience | <ul style="list-style-type: none"> Experience of working successfully and co-operating as a member of a team | <ul style="list-style-type: none"> Experience of working in an environment with children Previous experience in a similar role | <ul style="list-style-type: none"> Application Form Interview References |
| Professional Values | <ul style="list-style-type: none"> Ability to establish and maintain good professional relationships with students and colleagues Ability to adopt a flexible approach to working | | <ul style="list-style-type: none"> Interview References |
| Knowledge and Understanding | <ul style="list-style-type: none"> Understanding of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Health & Safety, COSHH etc. | | <ul style="list-style-type: none"> Interview References |
| Skills | <ul style="list-style-type: none"> High standards of cleanliness and hygiene Ability to follow procedures Initiative Be able to prioritise workloads Excellent organisational and time management skills | | <ul style="list-style-type: none"> Interview References |
| Personal Characteristics | <ul style="list-style-type: none"> Punctual Calm and confident Approachable and empathetic Enthusiastic Organised and resourceful Able to maintain confidentiality within and outside the workplace Committed | <ul style="list-style-type: none"> Have a friendly manner and sense of humour | <ul style="list-style-type: none"> Interview References |

| | | | |
|-----------------------------|--|--|---|
| | <ul style="list-style-type: none"> • Adaptable to changes and developments in the workplace • Smart appearance | | |
| Special Requirements | <ul style="list-style-type: none"> • Be willing to undergo an Enhanced Disclosure and Barring Service check | | <ul style="list-style-type: none"> • Interview |

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.