

Person Specification

Post Title: Housekeeper

| | Essential | Desirable | Method of Assessment |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Educational Attainment | | <ul style="list-style-type: none"> NVQ Building Cleaning A current First Aid at Work Qualification | <ul style="list-style-type: none"> Application form Certificates |
| Work Experience | <ul style="list-style-type: none"> Cleaning experience House management experience | <ul style="list-style-type: none"> Previous experience of working in leisure or hospitality environment | <ul style="list-style-type: none"> Application form Interview References Work Based Scenario |
| Knowledge/ Skills/ Aptitudes | <ul style="list-style-type: none"> Understanding of COSHH Regulations Appreciation of Health and Safety matters Able to communicate effectively with colleagues and members of the public | <ul style="list-style-type: none"> Knowledge of cleaning systems, machinery Understanding of cleaning techniques Safeguarding training Familiar with textile maintenance | <ul style="list-style-type: none"> Interview References Work Based Scenario |
| Disposition | <ul style="list-style-type: none"> Able to work as part of a team A commitment to customer service, and responsiveness to the needs of stakeholders Affable nature, flexible, amiable personality, dependable, able to work under pressure Able to work unsupervised Able to adapt to changing service demands Considerate and diplomatic | | <ul style="list-style-type: none"> Interview References |

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|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> Committed to the principles of equality and diversity | | |
| Circumstances | <ul style="list-style-type: none"> Prepared to work from various service locations Enhanced clearance from the Disclosure and Barring Service | | <ul style="list-style-type: none"> Interview DBS check |

| Special Requirements of Post | |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working Conditions e.g. working outdoors | <ul style="list-style-type: none"> Based at Oxenwood Outdoor Education Centre. Due to the rural location having access to personal transport is essential. |
| Working Arrangements e.g. evenings, weekends, shifts | <ul style="list-style-type: none"> Routine working (shifts typically 9am – 3pm or 10am – 4pm) Occasional weekends |
| Physical Requirements e.g. driving, lifting, working in constrained positions | The post will involve manual handling. |
| DBS and Safeguarding Checks required | Enhanced DBS check required. |
| Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm. | The post will involve contact with children, young people and adults at risk from harm. |