

Person Specification

Job Title: Housekeeper

Department: Neurological and MusculoSkeletal Division

Criteria	Where Found (Application Form, Interview, References)	Essential	Desirable
Education/Training/Qualifications			
Numeracy and Literacy Level 2 or equivalent	Initial Assessment Test, Application Form, Certificates	X	
IT skills, including basic word, email, keyboard skills, data collection	Application Form, Interview, References, Certificates	X	
Ability and willingness to undertake appropriate training	Application Form, Interview, References, Certificates	X	
Work Experience			
Experience of time management skills and prioritising work	Application Form, Interview, References	X	
Experience of working in a health or social care setting	Application Form, References		X
Knowledge/Skills/Abilities			
Problem solving skills	Application Form, Interview, References	X	
Good communication skills both written and verbal	Application Form, Interview, References	X	
Ability to use initiative appropriately	Application Form, Interview, References	X	
Demonstrate an awareness of healthcare policies and procedures	Application Form, Interview, References		X
Personal Qualities/Special Circumstances			
Flexible and adaptable to change, able to work a range of shifts and moving across wards, departments as the need arises	Application Form, Interview, References	X	

Demonstrates a calm, caring and patient manner	Interview	X	
Enthusiasm and commitment to working within healthcare setting	Application Form, Interview, References	X	
Able to meet the physical demands of the role	Health Clearance, Interview, References	X	
Committed to providing high quality patient care	Application Form, Interview, References	X	