

Person Specification

Title: Ward Housekeeper

Factor	Essential Attributes	Desirable Attributes
<p>Qualifications <i>Minimum to do the job and must be clearly relevant</i></p>	<p>GCSE Maths and English grade 9-4 (a-c)</p>	
<p>Experience <i>Minimum to do the job and must be clearly relevant</i></p>	<p>Ability to work independently as well as In a team. Ability to prioritise and manage own workload.</p>	
<p>Personal Qualities</p>	<p>Good Communication and Organisational skills Professional/ Caring Attitude</p>	
<p>IT skills</p>	<p>No special skills required Ability to learn new skills</p>	<p>Basic IT / local hospital administration systems knowledge Evidence of academic achievement</p>
<p>Specialist Knowledge</p>	<p>None necessary</p>	<p>Stock control Awareness of Health & Safety Issues</p>