

PERSON SPECIFICATION - HOUSEKEEPER

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Have excellent communication skills 	<ul style="list-style-type: none"> English & Maths GCSE/Standard or beyond 	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 	Application form, interview, references
Professional Values	<ul style="list-style-type: none"> Establish and maintain good professional relationships with students and colleagues Adopt a flexible approach to working 		Interview, references
Knowledge and Understanding	<ul style="list-style-type: none"> Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Health & Safety, COSHH etc. 		Interview, References
Skills	<ul style="list-style-type: none"> High standards of Cleanliness & hygiene Ability to follow procedures Initiative 		Interview, References

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.

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	<ul style="list-style-type: none"> • Be able to prioritise workloads • Excellent organisational and time management skills 		
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 • Adaptable to changes and developments in the workplace • Smart appearance 	<ul style="list-style-type: none"> • Have a friendly manner and sense of humour 	Interview, References
Special Requirements	<ul style="list-style-type: none"> • Be willing to undergo an Enhanced Disclosure and Barring Service check 		Interview

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