



## Person Specification

Job Title

**Housekeeper (Supervisor)**

Qualifications		✓
Desirable		
1. Level 2 in English, Maths		A
2. Vocational qualification in Domestic Services		A
Key skills		
Essential		
1. Level of literacy at a standard to be able to follow written instructions and calculate areas and measurements		I
2. Empathy with learners and citizens and skills / attitude to empower and inspire them to meet their potential		I
3. Independence of action to ensure tasks are completed safe and effectively		I
4. Ability to use and select equipment / consumables to complete housekeeping task		I
5. Able to provide constructive feedback		I
Desirable		
1. Ability to act as a Mentor to people with disabilities/learning difficulties on work experience		I
Experience		
Essential		
1. Experience in Domestic Services		A
Desirable		
1. Line Management / supervisory experience		A/I
Knowledge		
Essential		
1. Good level of written communication		A/I
2. Basic IT Skills		A/I
3. Time management		A/I
4. Able to work as part of a large team		I
Desirable		
1. Basic Health & Safety compliance knowledge		A/I
2. Safe moving & handling procedures		A/I
3. Basic COSHH knowledge		A/I
4. First Aid		A/I
5. Basic Food Hygiene		A/I
Other personal requirements		
Essential		
1. Approachable and helpful		I
2. Able to effectively manage a varied and sizeable workload		I
3. Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the College		I

✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview