

PERSONAL SPECIFICATION
Post title: Housekeeper (Band 2)

	Essential	Desirable
<p>1. Professional/technical qualifications What professional, technical qualifications are required for the post?</p>	Worked to an educational standard that demonstrates an understanding of literacy and numeracy (GCSE grades 9-4 or equivalent)	
<p>2. Work experience What work experience is required – in what type of role and how long for?</p>	Previous experience in service industry.	Experience in NHS work
<p>3. Knowledge What knowledge is required for the post?</p>	Computer skills	<p>To have a basic knowledge of a hospital environment and infection control</p> <p>Knowledge of Oracle ordering system</p>
<p>4. Skills What skills are required for the post? (e.g. communication, interpersonal, planning and organisation, analysis, judgement, decision making, physical or mental skills)</p>	<p>Ability to communicate effectively – face to face /telephone, non verbal and written communication skills</p> <p>Able to work independently and within a multidisciplinary team.</p> <p>Ability to work effectively under pressure.</p>	

	<p>Awareness of the need to respond flexibly to the changing needs of the service.</p> <p>Able to handle light loads e.g. stock deliveries.</p> <p>Assist in the transfer of patients and equipment.</p> <p>Ability to use a computer.</p>	
<p>5. Other requirements not covered Are there any other job requirements not covered above?</p>	<p>Attendance to mandatory training as designated by Trust policy.</p>	