

## Person Specification

**Title: Ward Housekeeper**

Factor	Essential Attributes	Desirable Attributes
<p><b>Qualifications</b> Minimum to do the job and must be clearly relevant</p>	<p>GCSE Maths and English grade 9-4 (a-c)</p>	
<p><b>Experience</b> Minimum to do the job and must be clearly relevant</p>	<p>Ability to work independently as well as in a team. Ability to prioritise and manage own workload.</p>	
<p><b>Personal Qualities</b></p>	<p>Good Communication and Organisational skills Professional/ Caring Attitude</p>	
<p><b>IT skills</b></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><b>Specialist Knowledge</b></p>		<p>Stock control Awareness of Health &amp; Safety Issues</p>