

**Person Specification**

**Title: Ward Housekeeper**

<b>Factor</b>	<b>Essential Attributes</b>	<b>Desirable Attributes</b>	<b>Weighting High = 3 Med. = 2 Low = 1</b>	<b>Shortlisting Criteria Y/N</b>	<b>Interview Criteria Y/N</b>
<b>Qualifications</b> Minimum to do the job and must be clearly relevant	Maths and English grade 9 – 4 (A to C) or equivalent.		<b>3</b>	<b>Yes</b>	<b>Yes</b>
<b>Experience</b> Minimum to do the job and must be clearly relevant	Ability to work independently as well as in a team.		<b>3</b>	<b>Yes</b>	<b>Yes</b>
	Ability to prioritise and manage own workload.		<b>3</b>	<b>Yes</b>	<b>Yes</b>
<b>IT Skills</b>	No special skills required	Basic IT / local hospital administration systems knowledge	<b>1</b>	<b>No</b>	<b>No</b>
	Ability to learn new skills	Evidence of academic achievement	<b>3</b>	<b>Yes</b>	<b>Yes</b>
<b>Specialist Knowledge</b>	None necessary	Stock control Awareness of Health & Safety Issues	<b>1</b>	<b>No</b>	<b>No</b>
<b>Personal Qualities</b>	Enthusiastic		<b>3</b>	<b>No</b>	<b>No</b>
	Good communication and organisational skills		<b>3</b>	<b>Yes</b>	<b>Yes</b>
	Professional / Caring Attitude	Previous caring experience	<b>3</b>	<b>No</b>	<b>No</b>

	Clean and tidy appearance		<b>3</b>	<b>No</b>	<b>Yes</b>
	Manual dexterity		<b>3</b>	<b>No</b>	<b>No</b>
<b>Work Pattern</b>	Flexibility with shift patterns		<b>3</b>	<b>Yes</b>	<b>Yes</b>

**Managers Name:**

**Signature:**

**Date:**