

**PERSONAL SPECIFICATION
HOUSEKEEPING ASSISTANT**

Qualifications	E	D	
NVQ in Cleaning and Support Services or similar		x	Certificate / Interview
ECDL or other basic I.T. competency qualification		x	Certificate / Interview
Experience			
Previous relevant experience of cleaning	x		Application form / Interview
Relevant experience of cleaning in a healthcare setting	x		Application form / Interview
Personal Attributes and Behaviours			
Smart, tidy appearance	x		Interview
Good interpersonal skills. Pleasant and approachable.	x		Interview
Have a flexible approach to working – good at prioritising	x		Interview
Conscientious and committed to providing a high quality service	x		Application form / Interview
Knowledge, Skills and Abilities			
Able to work well within a team.	X		Application form / Interview

Good I.T. skills; comfortable with computer use (e.g. able to log-in, use email, read attachments, access folders etc.)	X		Application form / Interview
Able to follow instructions and also use own initiative.	X		Application form / Interview
Effective, clear communication (written and verbal).	x		Application form / Interview
Willingness to learn new tasks, procedures or methods	x		Application form / Interview