

Policy Document No: Per 1.1.2

Domestic Assistant Person Specification

Job Title: DOMESTIC ASSISTANT

Job Vacancy No:

Establishment:

	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>		
1 Knowledge of methods of cleaning different surfaces		√
2 Knowledge of safe working practice	√	
<u>Skills and abilities</u>		
1 Ability to attend work punctually and reliably	√	
2 Ability to follow schedules and produce good quality work	√	
3 Ability to maintain positive relationships with young people and staff whilst working in a busy environment		√
4 Ability to deal with external visitors in a welcoming and helpful manner	√	
5 Ability to use a range of equipment and materials		√
6 Ability to follow laid down procedures as well as willingness to suggest changes to improve systems		√
7 Ability to communicate effectively	√	
8 Ability to maintain appropriate levels of confidentiality	√	
<u>Qualifications</u>		
1 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of students/residents or staff	√	
<u>Experience</u>		
1 Experience of using equipment and materials in situations where care is needed to prevent harm to others	√	
2 Experience of working as part of a team		√

Person Specification prepared by HR Department

Date: 09/05/08