



Person Specification

Job Title: Domestic Assistant (EST11-20)

Faculty/School/Service: Estates

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

| No | Selection Criteria Description | Essential [E] or Desirable [D] | Assessed by * |
|----|--|--------------------------------|---------------|
| 1 | Recent experience of cleaning, ideally in a non-domestic environment such as a hospital, school, office etc, using various types of appliances including powered equipment, materials and products (please give details) | E | A & I |
| 2 | Reliable, willing and conscientious with plenty of initiative, who can work flexibly either individually or as part of a team | E | A & I |
| 3 | Experienced in, or able to demonstrate a good understanding of, excellent customer service, together with good verbal communication and interpersonal skills | E | A & I |
| 4 | Knowledge and good understanding of various cleaning methods and Health and Safety Procedures | E | A & I |
| 5 | Capable problem solver | D | A & I |

| *Key | |
|-----------------------------|---|
| [A] Application form | To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements' |
| [I] Interview | To be assessed during the interview process including selection tests or presentation, as appropriate |