

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Housekeeper

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information





Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
 Aspire	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 Respect	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 Enable	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Basic secondary school education.	2	Application form
	Basic literacy and numeracy skills	2	Assessment
	Basic computer Skills or willing to learn	2	Assessment and Application form
EXPERIENCE eg Breadth of occupational experience	Previous housekeeper experience (desirable)	1	Application form
	Experience of working within NHS (desirable)	1	Application form
	Experience of working in a team and also on own initiative	1	Application form and Interview.
CATEGORY	CRITERIA	Weight	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Good communication skills.	3	Interview
	Ability to work within a team.	3	Interview
	Ability to prioritise work.	3	Interview
	Ability to cope with physical aspects of the post including safe lifting and handling techniques	3	Interview & Application Form
	Awareness and acceptance of the service users and staff	3	Interview & Application Form
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Flexible approach to working schedules Ability to travel to other Trust sites	2	Interview & Application Form

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