

Person Specification & Scoring Sheet

Job Title	Domestic Supervisor	Band	3
Candidate			

Top Tip for candidates! Please use the supporting information section of the application form to provide examples that demonstrate how you meet each of the criteria listed below.

	Essential Criteria	Desirable Criteria	Score
Qualifications	<ul style="list-style-type: none"> C.I.L.B City and Guilds NVQ Level 1 &” or equivalent qualification. The ability to demonstrate supervisory experience in a Domestic or equivalent role 	<ul style="list-style-type: none"> Health & Safety qualification Team Leader/Supervisory qualification or equivalent 	
	<ul style="list-style-type: none"> Candidates: Please be aware that you will be asked to present your original qualifications at interview. 		
Experience	<ul style="list-style-type: none"> Fully trained to National Cleaning Standards Being conversant with protocols in relation to Infection Control Previous cleaning / domestic service experience 	<ul style="list-style-type: none"> Previous supervisory experience Bioquell Q10 – HPV Decontamination Trained 	
Skills	<ul style="list-style-type: none"> Safe operation and use of a variety of cleaning equipment Keyboard Skills 		
Knowledge			

	<ul style="list-style-type: none"> ▪ Full knowledge of all domestic service cleaning protocols ▪ Knowledge of hygiene, Health & Safety, C.O.S.H.H regulations ▪ Knowledge of Staff supervision. ▪ Knowledge of risk management ▪ Payroll procedures 	<ul style="list-style-type: none"> ▪ Knowledge of the Hospital site and departments within it ▪ Knowledge of Trust policies 	
Additional	<ul style="list-style-type: none"> • Able to work unsociable hours. • Flexibility to provide cover for colleagues. • The ability to work flexibly in accordance with service needs. • Speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation 		
WWL Behaviours	<p>When we are:</p> <p>4ward Thinking We seek out new and creative way of working to make a positive difference.</p> <p>Working together We actively seek opportunities to work in partnership with others</p> <p>Accountable We take personal responsibility for ourselves and our actions</p> <p>Respectful We recognise that everyone counts and makes a valuable contribution</p> <p>Demonstrate Compassion We take time to show kindness and care to others</p>		

Total Score:	
Out of total possible score:	

Comments	Please record here any pertinent comments following interview, particularly details of how the candidate meets, or fails to meet, the requirements of the person specification;
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Scoring Key: 1. Showed multiple clear evidence of a likely lack of competence in relation to the essential criteria 2. Showed sufficient negative evidence to be judged lacking in ability in relation to the essential criteria 3. Showed more positive than negative evidence of meeting the essential criteria 4. Showed clear evidence of meeting the required criteria and some of those in the desirable criteria 5. Showed multiple clear evidence of meeting all of the essential and desirable criteria		
Signature:		Date:
Print name:		Position: