

**WARGRAVE HOUSE & LEAP SPECIALIST COLLEGE
PERSON SPECIFICATION – DOMESTIC ASSISTANT**

	DESCRIPTION	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	NVQ Level 1 or 2 in cleaning or equivalent		x	Application form
EXPERIENCE	Previous experience of working in a school environment		x	Application Form/Interview
KNOWLEDGE & SKILLS	Knowledge of basic health & safety procedures and hazards including COSHH	x		Application Form Interview
	Willingness to undertake further training	x		
	Ability to undertake routine paperwork	x		
	Ability to communicate with all levels of staff	x		
	Ability to maintain premises, as per cleaning contract	x		
	Ability to meet deadlines, work on own initiative and prioritise tasks	x		
	Work in a clean and tidy manner	x		
	Able to undertake physically demanding work	x		
	Must have basic computer skills	x		
PERSONAL QUALITIES AND ATTRIBUTES	Understand the necessity for confidentiality	x		Application Form Interview References
	Commitment to safeguarding and promoting the welfare of children & vulnerable adults	x		
	Commitment to actively promoting the policies and procedures of the school	x		
	Comfortable with children and young people with diverse needs	x		
	Must never work under the influence of drugs or alcohol. Any drugs taken for ill health must be notified to your employer	x		
	Be security conscious at all times	x		
	Good organisational skills	x		
	Able to work as an individual using own initiative as well as part of a team.	x		
	Patient, friendly and polite approach	x		
	Self-motivated and enthusiastic	x		
	Be honest, trustworthy and reliable	x		

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.