

Personal specification / shortlisting / interview criteria

Post	Housekeeper
Salary	Band 2
Location area	Facilities

Application ref	
Decision	
Line manager	Head of Facilities
Signature	

Shortlisting Criteria	Comments and justification			Scoring			
	2 Essential	1 Desirable		4 Excellent	3 Good	2 Satisfactory	1 Poor
Qualifications							
Educated to or working towards NVQ Level 2 in Cleaning and Support Skills	2		Training will be provided				
Level 1 in IT	2		Training will be provided				
Knowledge / experience							
Previous knowledge of COSHH		1	Previous knowledge of working with a range of cleaning chemicals and understanding of COSHH regulations. Training will be provided				
Previous experience of cleaning in a Healthcare Environment		1	Training will be provided				

Shortlisting Criteria	Comments and justification			Scoring			
	3 Essential	1 Desirable		4 Excellent	3 Good	2 Satisfactory	1 Poor
Knowledge of health & safety in the workplace		1	Training will be provided				
Understanding of infection control		1					
Skills							
Ability to communicate effectively with colleagues and service users	2						
Good organisational skills	2						
Educated to basic entrance level in English literacy and numeracy	2						
Able to prioritise own workload within policy and guidelines	2						
Able to lift and handle medium loads and use safe manual handling techniques	2						
Able to operate and manipulate mechanical cleaning machines	2		Training on equipment usage will be provided				

Contact details

Recruitment Services

Kettering General Hospital NHS Foundation Trust,
Rothwell Road, Kettering, NN16 8UZ
advertising.recruitment@kgh.nhs.uk

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Shortlisting Criteria	Comments and justification			Scoring			
	3 Essential	1 Desirable		4 Excellent	3 Good	2 Satisfactory	1 Poor
Strong motivation to improve performance and outcomes	2						
Able to tolerate exposure to unpleasant working conditions and bodily fluids	2						
Values and behaviours							
 Compassionate - means we take the time to be empathetic and open: treating each other and our patients as individuals that matter	X						
 Accountable - means taking responsibility and ownership, individually and collectively, for our decisions and actions	X						
 Respectful - means we value the experience and contribution of others: respecting others' thoughts, feelings, beliefs and behaviours	X						

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Shortlisting Criteria	Comments and justification			Scoring			
	3 Essential	1 Desirable		4 Excellent	3 Good	2 Satisfactory	1 Poor
 Engaging - means asking for and listening to the opinions of others and facilitating an open environment for dialogue	X						

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