



Housekeeping Lock Up Warden

Person Specification

Qualifications	Essential	Desirable	Method of assessment/Evidence
Level 2 (GCSE or equivalent) English and Maths	✓		Appropriate original certificates
First Aid		✓	
Knowledge of cleaning processes and equipment	✓		
Relevant housekeeping training or knowledge (e.g., Health and Safety/COSHH)		✓	
Experience			
Experience of housekeeping		✓	Application form Interview References
Experience of working independently to meet deadlines	✓		
Experience of security or additional responsibility		✓	
Experience of schools		✓	
Basic skills, characteristics, and competences			
Awareness of and commitment to the safeguarding and welfare of children	✓		Application form Interview and interview task References
Ability and willingness to communicate on a day-to-day basis with staff, students and members of the public renting the school site	✓		
IT skills		✓	
Ability to manage multiple tasks, and prioritise workload	✓		
Able to maintain the school's relationships with customers, who bring in lettings revenue, by being helpful and personable	✓		
Able to undertake a range of manual cleaning activities	✓		
Personal qualities			
Friendly and approachable	✓		Application form
Flexibility, initiative and resilience	✓		Interviews
High expectations of self and others	✓		References

Hard-working and efficient, with an attention to detail	✓		
Good at problem solving		✓	
Willing to engage with training	✓		
High standards of self-presentation and work ethic	✓		
Trustworthy and reliable	✓		