



Personnel Specification - Senior Housekeeper

Attributes	Criteria No.	Criteria	How Identified	Rank
Relevant Experience	1.	2 years post qualifying experience	Application & Interview	B - Desirable
	2.	Experience working in a childcare setting	Application & Interview	A – Essential
	3.	Experience of stock rotation & ordering	Application & Interview	C - Advantageous
Education and Training	4.	Intermediate food hygiene	Application	A - Essential
	5.	Recent first aid qualification	Application	C - Advantageous
	6.	Manual Handling	Application	C - Advantageous
	7.	Other related training	Application/Interview	C – Advantageous
General and Special Knowledge	8.	Cooking and home baking	Interview	A - Essential
	9.	Knowledge of allergies and food intolerance	Interview	B - Desirable
	10.	Knowledge of food and nutrition in young children	Interview	B - Desirable
	11.	Knowledge of food safety and hygiene procedures	Interview	C - Advantageous
Skills and Abilities	12.	Ability to communicate well with adults and children	Interview	A - Essential
	13.	To be able to demonstrate the ability to work as part of a team	Interview	B – Desirable
	14.	Ability to write legibly and good presentation skills	Application & Interview	B - Desirable
	15.	Computer literate	Application & Interview	C - Advantageous
	16.	Good organisational skills	Interview	C – Advantageous
	17.	Ability to approach things professionally	Application & Interview	A – Essential
	18.	Hold current full driving licence and have access to transport	Application & Interview	A - Advantageous
	Additional Factors	18.	Understanding of Equal Opportunities	Interview
19.		Awareness of Health and Safety and practical hygiene issues	Interview	B - Desirable
20.		Able to demonstrate the ability to take on a responsibility role	Application & Interview	C – Advantageous
21.		Have a clear understanding of the importance of the importance of confidentiality	Interview	A – Essential
22.		Enjoy being with children and happy to work with the children when necessary.	Interview	A – Essential
23.		Ability to deliver cookery activities with young children	Interview	C - Advantageous

