

# PERSON SPECIFICATION



**Job title:** Housekeeping Manager

**Department:** Housekeeping

**Responsible to:** Finance Director

**Grade:** SMH Band 3

## Job Purpose

To manage the housekeeping team and to provide domestic cleaning, general linen service and catering support whilst maintaining the highest standard of hygiene at all times. As the supervisor of the team, you will delegate tasks to the housekeepers whilst carrying out general housekeeping duties yourself ensuring that standards of the organisation are met.

You will actively engage with colleagues, patients, patient's families and carers, volunteers and visitors.

Flexibility towards working patterns is essential.

Requirements	Essential	Desirable	Evidence
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"><li>- Good general education</li></ul>	<ul style="list-style-type: none"><li>- Food and Hygiene Certificate</li></ul>	CV / Application Form Certificates
<b>Previous Experience</b>	<ul style="list-style-type: none"><li>- Housekeeping experience of working in a healthcare environment.</li><li>- Understanding of the nature of palliative care</li></ul>	<ul style="list-style-type: none"><li>- Experience of working with volunteers</li></ul>	CV / Application Form Interview References

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<b>Skills, Knowledge, Abilities</b>	<ul style="list-style-type: none"> <li>- Good communication skills</li> <li>- Basic IT skills</li> <li>- Understanding of COSHH guidelines</li> </ul>		CV / Application Form Interview References
<b>Attitude, Aptitudes &amp; Personal Characteristics</b>	<ul style="list-style-type: none"> <li>- Demonstrate a flexible and adaptable approach</li> <li>- Able to work independently and in a team</li> <li>- Efficient time management</li> <li>- Respectful and supportive of all colleagues</li> <li>- Professional, friendly and positive nature</li> </ul>		Interview References
<b>Other requirements</b> (e.g., on-call/driving licence/shifts)	<ul style="list-style-type: none"> <li>- Be physically able to undertake duties and responsibilities</li> </ul>		

<b>Reviewed by:</b>	Georgina Grace Finance Director	<b>Date:</b>	11-09-2025
<b>Signed by employee:</b>		<b>Date:</b>	