

**Remarkable Autism Limited**  
**Person Specification – Domestic Assistant**



	DESCRIPTION	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS	NVQ Level 1 or 2 in cleaning or equivalent		x	Application form Qualification certificates
	Basic Literacy and Numeracy skills – Level 1 equivalent to GCSE Grade D-G (1-3)	x		
EXPERIENCE	Experience in a domestic or similar role	x		Application Form/Interview
	Previous experience of working in a school environment		x	
KNOWLEDGE	Knowledge of basic health & safety procedures and hazards including COSHH	x		Application Form/Interview
SKILLS	Willingness to undertake further training	x		Application Form Interview
	Ability to undertake routine paperwork	x		
	Excellent communication skills	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		
	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		
	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		
	Commitment to actively promoting sustainability in the workplace	x		

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