DEPUTY CLERK TO THE TRUSTEES

PERSON SPECIFICATION

- Confidence to communicate effectively with Brothers, Staff and Trustees
- Able to work unsupervised using own initiative but equally comfortable working as part of a team
- Organised, able to follow instructions and record information accurately
- Personable, honest, trustworthy and polite
- Sensitive with an understanding of the need for confidentiality
- Ability to remain calm and composed when faced with challenging situations
- Good timekeeping
- Patient with a good sense of humour
- Flexible
- Caring and sensitive to the needs of the elderly

COMPETENCIES

Essential

- An experienced cleaner who can work to a timescale
- Sensitivity to the nature of our site as we are an unusual combination of residential housing for the elderly, and a heritage visitor site.
- Sensitivity to cleaning historic buildings

Desirable (training can/will be provided)

- COSHH training
- Understands the importance of Safeguarding
- Understanding of the Health and Safety at Work Act
- Experience of working with the elderly
- Awareness of Manual Handling