

Houseparent – Person Specification

	Essential	Desirable	Measured By
Education and Training (formal qualifications and relevant training)	<ul style="list-style-type: none"> • Good general standard of education 	<ul style="list-style-type: none"> • Experience in more than one school • Commitment to extra curricular activities 	<ul style="list-style-type: none"> • Application form • Documentary evidence
Work Experience (Ability to undertake duties of the post)	<ul style="list-style-type: none"> • Experience of managing or supporting the running of a boarding house • Able to work as part of a team and independently 	<ul style="list-style-type: none"> • Knowledge of boarding standards or a willingness to learn 	<ul style="list-style-type: none"> • Application form • Interview
Skills and Knowledge (includes abilities and intellect)	<ul style="list-style-type: none"> • Good communication skills • Good housekeeping skills • Patience and understanding • Commitment to train 	<ul style="list-style-type: none"> • Good written and oral communication • Confidence 	<ul style="list-style-type: none"> • Application form • Interview
Personal Qualities (includes aptitude/innate abilities and physical requirements of the post)	<ul style="list-style-type: none"> • Positive and sympathetic approach to children • Ability to lead a team of support staff • Sense of humour • Flexible working approach • Stamina • Honesty • Reliability • Good decision maker • Team player 		<ul style="list-style-type: none"> • Application form • Interview • Medical questionnaire (as appropriate)

Initial draft

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