

Dear Applicant,

**Re : Assistant House Manager role**

Thank you for your interest in this role.

To help us shortlist fairly and consistently we are asking all applicants to complete the questionnaire below.

You are advised to read the recruitment pack provided, which will tell you more about The Sick Children’s Trust and the role of Assistant House Manager, before completing the questionnaire.

The questions are based on the person specification for the role.

**Name: Position applied for: Assistant House Manager**

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| Q1 | As you will see from the job description the role involves a lot of very different tasks including light domestic duties, clerical work and liaising with a variety of people. Tell us about your experience and skills that make you suitable for this role. |
| A |  |
| Q2 | There are difficult times for families with a seriously ill child. Tell us about a time you have had to be sensitive with someone who was upset. |
| A |  |
| Q3 | Are you happy to carry out domestic duties such as ironing or changing beds? Tell us why this is not an issue for you. |
| A |  |
| Q4  | Tell us about your office and IT skills. |
| A |  |
| Q5 | Tell us about a time you have had to solve a problem quickly and calmly on your own. |
| A |  |

Please return, along with your CV, to recruitment@sickchildrenstrust.org