

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Cleaner	Grade:	1
Division/Section:	Estates	Date:	December 2021
Prepared by:	Colin Watson		
Designation:	Facilities Manager		
Reviewed by:	Danielle Watson		
Designation:	HR Advisor		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential Knowledge of Health and Safety procedures relating to cleaning products.	Application Form/Interview
	Desirable Basic use of computer to carry out online training & read and send emails.	Application Form

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential Cleaning Experience.	Application Form
	Desirable Experience of Commercial Cleaning. 12 months minimum Cleaning Experience.	Application Form Application Form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential Ability to manage own workload and work unsupervised reporting feedback to Cleaning Supervisor. Initiative to report malfunctions/damages.	Interview Interview
	Desirable Experience of dealing with unexpected cleaning situations when no Supervisor is present	Interview

4. PEOPLE

No.	Description	Method of Assessment
	Essential Ability to work as part of a team. Flexible with regard to hours of work. Good interpersonal, communication and customer service skills	Interview Interview Application form/Interview
	Desirable Experience in dealing with educational staff and students	Application Form

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Ability to work at different sites including at short notice. Ability to undertake training as required.	Interview Interview
	Desirable Capable of dealing with, assessing and prioritising multiple tasks	Interview