

## PERSON SPECIFICATION

### Details of Person Specification

<b>Job Title:</b>	Cleaner	<b>Grade:</b>	1
<b>Division/Section:</b>	Estates	<b>Date:</b>	December 2021
<b>Prepared by:</b>	Colin Watson		
<b>Designation:</b>	Facilities Manager		
<b>Reviewed by:</b>	Danielle Watson		
<b>Designation:</b>	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
	<b>Essential</b>  Knowledge of Health and Safety procedures relating to cleaning products.	Application Form/Interview
	<b>Desirable</b> Basic use of computer to carry out online training & read and send emails.	Application Form

## 2. EXPERIENCE AND EDUCATION

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

## 3. ACCURACY AND INITIATIVE

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

## 4. PEOPLE

No.	Description	Method of Assessment
	<b>Essential</b>  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
	<b>Desirable</b>  Experience in dealing with educational staff and students	Application Form

## 5. OTHER REQUIREMENTS

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