

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Cleaner	Grade:	1
Division/Section:	Estates	Date:	November 2025
Prepared by:	Colin Watson		
Designation:	Facilities Manager		
Reviewed by:	Carrie Lynch		
Designation:	HR Manager		

This form describes the essential and desirable criteria a person needs to be appointed to 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	
	Desirable – Full training will be provided	
	Knowledge of Health and Safety procedures relating to cleaning products.	Application Form/Interview
	Basic use of computer to carry out online training & use emails.	Application Form/Interview
	Able to follow instructions & work to deadlines	Application Form/Interview

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	

	Desirable	
	Experience of Commercial Cleaning.	Application Form/Interview
	12 months minimum Cleaning Experience.	Application Form/Interview

3. ACCURACY AND INITIATIVE

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

4. PEOPLE

No.	Description	Method of Assessment
	Essential	
	Ability to work flexibly as part of a team, asking for & giving support as needed.	Interview
	Desirable	
	Enthusiasm for working with people	Application Form/Interview
	Good interpersonal, communication and customer service skills	Application form/Interview

5. OTHER REQUIREMENTS

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

	Able to demonstrate time management skills	Interview
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