

PERSON SPECIFICATION

**POST TITLE:** Cleaner – Broom Cottages Primary and Nursery School – 12.5 hours per week

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Application | * Fully supported by two references.
* A fully completed application form, which details previous experience and provides further information about relevant experience and skills.
 | * Supporting letter of application
 | * Application Form
* Letter of application
* References
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| Education and Training | * Willingness to undergo training relevant to the post.
 | * COSSH training and knowledge of Health and Safety requirements relating to the dilution of materials
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| Skills and knowledge  | * Competence in carrying out general cleaning tasks
* Awareness of health and safety issues
 | * Prior relevant experience(in a schools/education environment/organisation/business environment)
 | * Application Form
* Letter of application
* Interview
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| Personal Attributes | * Honest, reliable and trustworthy
* Adaptable and flexible
* Ability to follow instructions.
* Able to work effectively as an individual and as part of a team
* Able to work under minimal supervision
* Able to work under pressure and prioritise accordingly
* Enthusiasm and ability to use initiative
* Self-motivation, reliability, and hard-working nature
* Good time keeping
* Well organised
* Willing to comply with policies and procedures relevant to the post
* Discretion and confidentiality
* Able to present oneself as a role model to pupils in speech, dress, behaviour, and attitude
* Able to communicate with staff, parents and pupils
* Able to complete a range of physical activities in line with the expectations of the post.
 |  | * Application Form
* Letter of application
* References
* Interview
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