

Personal Specification for Cleaner

| • Category | • Essential | • Where identified |
|---|---|---|
| <ul style="list-style-type: none"> • Application | <ul style="list-style-type: none"> • Well structured supporting letter addressing job description and experience | <ul style="list-style-type: none"> • Application form • Reference(s) |
| <ul style="list-style-type: none"> • Qualifications | <ul style="list-style-type: none"> • Good basic literacy and numeracy skills | <ul style="list-style-type: none"> • Application form |
| <ul style="list-style-type: none"> • Experience | <ul style="list-style-type: none"> • Knowledge of the duties of a cleaner for large premises • Experience of cleaning work • Knowledge of health and safety considerations relating to cleaning • To have an understanding of COSHH regulations | <ul style="list-style-type: none"> • Application form • Reference(s) • Interview |
| <ul style="list-style-type: none"> • Skills | <ul style="list-style-type: none"> • Good communication skills • Good organisational skills • Good interpersonal skills • Ability to use own initiative to identify and prioritise tasks • Able to liaise effectively with staff • An understanding of the need for confidentiality within the school setting/environment • Be willing to use mechanical equipment as and when necessary – training will be given. | <ul style="list-style-type: none"> • Application form • Supporting statement • Reference(s) • Interview |
| <ul style="list-style-type: none"> • Personal attributes | <ul style="list-style-type: none"> • Approachable and courteous manner • Ability to work alone and as part of a team • Willingness to take part in ongoing professional development | <ul style="list-style-type: none"> • Supporting statement • Reference(s) • Interview |