



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	Previous work experience showing evidence of cleaning ability and working co-operatively as part of a team.	Previous experience of work in a school environment or other public building.	Application form, references and responses at interview.
Qualifications	Literate and numerate.	Any qualifications around cleaning, health and safety or hygiene	Application form.
Training	Willingness to attend training that relates to this post and to whole school issues.	Attendance in the last three years at training of direct relevance to the post.	Application form, references and interview.
Inter-personal skills	- Able to communicate well with members of staff. - Able and willing to work co-operatively and flexibly. - Understanding of confidentiality and able to use discretion	Sensitive to the needs of others.	References and interview.
Physical	Good physical fitness e.g. able to handle cleaning equipment, move furniture etc.		Interview
Other skills, knowledge and requirements	- Punctual and courteous. - Thoughtful and conscientious. - Methodical and well organised. - Honest and open. - Able to work independently without direct supervision and under direction		Application form, references, interview.
Personal circumstances	- Able to attend for work reliably and punctually. - Able to work flexible hours by prior arrangement. (E.g. during holidays)		Application form and interview.
Disposition and attitudes	- Supportive of the ethos of the school and prepared to comply with all school policies. - Positive about equal opportunities for all.		Application form, references, interview.

	• Willing to learn new skills. • Prepared to use initiative and take responsibility.		
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