Personal Specification for Cleaner

• Category	• Essential	• Where identified
• Application	• Well structured supporting letter addressing job description and experience	• Application form • Reference(s)
• Qualifications	• Good basic literacy and numeracy skills	• Application form
• Experience	• 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	• Application form • Reference(s) • Interview
• Skills	• 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.	• Application form • Supporting statement • Reference(s) • Interview
• Personal attributes	• Approachable and courteous manner • Ability to work alone and as part of a team • Willingness to take part in ongoing professional development	• Supporting statement • Reference(s) • Interview