

PERSON SPECIFICATION

Job Title: Cleaner in Charge	Directorate: Learning & development
Grade: 3	Division: Oak Field Primary

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<p>Previous experience of working within the cleaning industry or a cleaning related discipline/environment</p> <p>Experience of Leading a Team</p>		<p>Application form and verification of examination certificates</p>
Knowledge	<p>Excellent understanding of the various cleaning tasks required to provide an efficient and effective premises Cleaning Service</p> <p>Knowledge of COSHH and Health and Safety Procedures</p>		<p>Past / current employment record on application form</p> <p>References Interview (for short listed candidates)</p>

Skills and Aptitudes	<p>Ability to manage a team and maintain stock levels for all cleaning resources</p> <p>Good verbal communication skills and the ability to communicate targeted information with colleagues</p> <p>Be physically able to carry out manual and active labouring duties</p>		
Qualifications and Training	Knowledge of COSH and Health and Safety Regulations	BICSc Trained	Application Form
Personal Attributes	<p>Must be able to work on own initiative and undertake duties in an effective manner</p> <p>Positive and self-motivated with the ability to be flexible and responsive to changes in priorities and demands.</p>		Application form, and for short listed candidates interview questions and assessments.
Other (please specify)	Be prepared to work irregular hours.	Ability to drive and hold a full valid driving licence	Application form