

## Personnel Specification

<b>Job Title:</b>	Cleaner
<b>Salary:</b>	Grade 2
<b>Post Name:</b>	

ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p>	<p><b>QUALIFICATIONS &amp; EXPERIENCE</b> Good level of literacy and numeracy.  NVQ level 2 or equivalent in numeracy and literacy.</p>
<p><b>EXPERIENCE</b> Cleaning</p>	<p><b>EXPERIENCE</b> Working with a school setting</p>
<p><b>KNOWLEDGE</b> A knowledge of good cleaning practices.  Ability to understand and apply school policies related to the post including those that relate to pupil contact.</p>	<p><b>KNOWLEDGE</b> Understanding of the context in which the school is working.  Knowledge of Health &amp; Safety issues relevant to the post including legislation and COSHH.  An understanding of Health &amp; Safety and security issues.</p>

ESSENTIAL	DESIRABLE
<p><b>SKILLS AND ATTRIBUTES</b></p> <p>Ability to use range of tools/cleaning equipment relevant to post.</p> <p>Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.</p> <p>Good communication and interpersonal skills.</p> <p>Self motivated.</p> <p>Ability to work with minimum supervision.</p> <p>Willingness to undertake personal development and training.</p> <p>Ability to work as part of a team.</p> <p>Flexible – prepared to work some hours to cover absent colleagues.</p>	<p><b>SKILLS AND ATTRIBUTES</b></p>
<p><b>GENERAL CIRCUMSTANCE</b></p> <p>Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p>	<p><b>GENERAL CIRCUMSTANCE</b></p>