

PERSON SPECIFICATION

CLEANER

	Additional/changed requirements	E/D	Measure
Personal Skills	• Ability to work as part of a small team	E	1,2
	• Ability to work using own initiative and unsupervised	E	1,2
	• High standards of cleaning and presentation of facility areas required	E	1,2,3
	• Honesty and reliability required as opening/closing of the building may be needed	E	1,2,3
	• High standards of customer care required.	E	1,2
	• Well presented with the ability to communicate with customers in a positive manner	E	1,2
Experience	• Confident and knowledgeable in use of cleaning equipment & materials.	E	1,2
	• Aware of precautionary measures to be taken whilst cleaning.	E	1,2
Attainments/Qualifications	• N/A.		
Knowledge	• COSHH Regulations	D	1,2
Special Requirements	• Must be flexible, reliable, thorough and hardworking.	E	2
Car Allowance	This post does not carry a designated car user status.		

Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:	Various		___/___/___
Person specification agreed by	Various		___/___/___

Date of issue: May 2016

Additional notes for JE/HR. XXX01.
