

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Cleaner	Grade:	
Division/Section:	Estates		Date:
Prepared by:	Derek Duncan		
Designation:	Director of Information and Planning		
Reviewed by:	Carrie Lynch		
Designation:	HR Advisor		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential Knowledge of Health and Safety procedures relating to cleaning products.	Application Form
	Desirable Basic use of computer to read and send emails.	Application Form

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential Cleaning Experience.	Application Form

	Desirable	
	Experience of Commercial Cleaning.	Application Form
	12 months minimum Cleaning Experience.	Application Form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
	Ability to manage own workload and work unsupervised reporting feedback to Cleaning Supervisor.	Interview
	Initiative to report malfunctions/damages.	Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	Essential	
	Ability to work as part of a team.	Interview
	Flexible with regard to hours of work.	Interview
	Good communication skills	Application form/Interview
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
	Willing to work at different sites.	Interview
	Willing to undertake training as required.	Interview
	Desirable	