



Person Specification

Job title:	Cleaner	Vacant from:	July 2020
-------------------	---------	---------------------	-----------

Essential	Desirable	*Assessed via:		
		App	Int	Obs
Skills required – what does the jobholder need to be able to do?				
<ul style="list-style-type: none"> Ability to clean to a high standard Good verbal communication skills Ability to work alone but also as part of a team 		X		
Knowledge base – what does the jobholder need to know?				
<ul style="list-style-type: none"> A knowledge of COSHH regulations 	<ul style="list-style-type: none"> An understanding of Health & Safety regulations as they affect the role 	X		
Qualifications / vocational training - required to do the job				
Experience – what level of previous experience is required by the jobholder?				
<ul style="list-style-type: none"> Experience of working as a cleaner in an office or commercial setting 	<ul style="list-style-type: none"> Experience of cleaning in a community facility 	X		
Personal attributes – what special qualities are required by the jobholder? <i>(Consider carefully what is actually necessary for the job role – qualities must be justifiable & not discriminatory)</i>				
<ul style="list-style-type: none"> Confident Reliable Flexible Prepared to be a key holder Trustworthy Able to work under own initiative 	<ul style="list-style-type: none"> Car driver 	X		

*Key:	App = Application Form	Int = Interview	Obs = Observation
--------------	-------------------------------	------------------------	--------------------------

Prepared by		Date	
--------------------	--	-------------	--