## *PERSON SPECIFICATION*

### Cleaner

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| QUALIFICATIONS AND ATTAINMENTS |  |  |
| * GCSE/O-level in English and Maths
 |  | ✓ |
| * Evidence of having taken advantage of appropriate opportunities for professional development
 |  | ✓ |
| * First Aid certificate
 |  | ✓ |
| **EXPERIENCE** |  |  |
| * Experience of cleaning in a busy environment
 | ✓ |  |
| **SKILLS / KNOWLEDGE / ABILITIES** |  |  |
| * Awareness of, or willingness to learn about, current Health & Safety procedures within education setting
 | ✓ |  |
| * Excellent interpersonal skills
 | ✓ |  |
| * Good communication skills
 | ✓ |  |
| * Ability to organise and prioritise own workload
 | ✓ |  |
| * Ability to work on own initiative and without close supervision
 | ✓ |  |
| * Ability to be a fully integrated team member
 | ✓ |  |
| * Ability to work with interruptions
 | ✓ |  |
| * Ability to assist staff, visitors and pupils in a polite and helpful manner
 | ✓ |  |
| * Ability to meet deadlines and manage resources
 | ✓ |  |
| QUALITIES |  |  |
| * Commitment to and ability to support the distinctive ethos of the Academy
 | ✓ |  |
| * Committed to equality of opportunity and fair treatment for all staff and pupils.
 |  ✓ |  |
| * Awareness of, or the willingness and aptitude to learn, and work within health and safety requirements and the Academy’s Health and Safety Policy
 | ✓ |  |
| * Willingness to participate in the individual staff review and development procedures
 | ✓ |  |
| * Willingness to keep up-to-date on issues concerning access to learning
 | ✓ |  |
| * Willingness to undertake further training
 | ✓ |  |
| * Approachable
 | ✓ |  |
| * Adaptable/Flexible
 | ✓ |  |
| * Enthusiastic and positive
 | ✓ |  |
| * Patient
 | ✓ |  |
| * Willing to undertake any reasonable work-related task commensurate with the role if and when necessary
 | ✓ |  |
| * Capacity and flexibility to work additional hours if required (e.g. to support school events)
 |  | ✓ |

### September 2024

### *Written by Northern Schools Trust for Four Oaks Primary*