ROCHDALE BOROUGH COUNCIL

**PERSON SPECIFICATION**

**Cleaner in Charge Grade 3 (SCP) 5-6**

**Note to Applicants**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**.

1. **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
2. **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
3. **The *How Identified* column shows how the Council will obtain the necessary information about you.**
4. **If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.**

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| **ATTRIBUTES** | **ESSENTIAL** | **HOW IDENTIFIED** | **DESIRABLE**  | **HOW IDENTIFIED** |
| **QUALIFICATIONS** **AND EXPERIENCE** | * To be Numerate and Literate.
 | Application Form / Interview | * NVQ Level 1/2 Cleaning.
* Knowledge of the requirements for the care and acceptable cleaning standards of the Authority’s premises.
 | Application Form / Interview |
| **SKILLS AND KNOWLEDGE** | * Ability to make decisions and use your initiative where appropriate.
* Ability to form good working relationship with service users and work colleagues
* Ability to perform manual lifting and porterage duties.
* Ability to completing documentation in line with the duties of the post e.g. keeping records, ordering of stock
* The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
 | Application Form / Interview | * Familiar in the use of cleaning machines.
* Knowledge of cleaning equipment and materials.
* Knowledge of COSHH.
* Knowledge of Health and Safety.
 | Application Form / Interview |
| **SPECIAL WORKING CONDITIONS** | * Willing to take part in training as and when required.
 | Application Form / Interview |  | Interview |