

**PERSON SPECIFICATION  
CLEANER**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of cleaning in a similar environment
	Knowledge of relevant policies and procedures	Sound knowledge of relevant cleaning regulations e.g. COSHH Basic knowledge of First Aid and general understanding of the school
	Literacy	Ability to read and write reports
	Numeracy	Good numeracy skills
	Technology	Ability to use cleaning products safely Ability to use cleaning machinery safely e.g. buffer
<b>Communication</b>	Written	Ability to write / complete basic forms, reports etc
	Verbal	Ability to exchange routine verbal information clearly Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively to achieve best outcomes
<b>Working with children</b>	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understanding and support the differences in children and adults, responding appropriately in relation to role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working within the school
	Relationships	Ability to establish rapport and respectful and trusting relationships
	Team work	Ability to work effectively with a range of adults Ability to motivate and inspire
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate an ability to continually review and consider ways in which to improve own efficiency and effectiveness
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn

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*Please return a signed copy of your job description to the Headteacher for retaining in your personal file.*