



## Person Specification

### Cleaning Assistant (Level 1) Grade 1, (SCP 2)

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 1 or equivalent qualification or comparable experience in cleaning and support services.</li> </ul>	
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>General cleaning work.</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Willingness to use relevant equipment.</li> <li>Ability to relate well to children and adults.</li> <li>Ability to work on own or as part of a team.</li> <li>Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.</li> <li>Willingness to gain knowledge of health and safety procedure and precautions.</li> <li>Willingness to gain awareness of COSHH regulations.</li> <li>Willingness to gain awareness of health and hygiene procedures.</li> <li>Willingness to observe the Code of Safe Working Practice for Caretaking and Premises (Staff)</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A general knowledge of cleaning and cleaning methods</li> <li>Ability to manage time effectively to complete tasks to a high level</li> <li>Be organised and show initiative</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of cleaning in a professional environment</li> </ul>

	<ul style="list-style-type: none"> <li>• Be an excellent communicator and approachable to all staff and stakeholders</li> <li>• The ability to work independently but also be a good team player when the need arises</li> <li>• Have a flexible approach to meet the needs of the school and the community</li> <li>• An eye for detail with excellent standards of cleaning</li> <li>• Take pride in a job well done</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• willingness to undertake an enhanced Disclosure and Barring Service (DBS) check (<i>all school posts</i>)</li> </ul>	