

# Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively.

Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

**Evidence:** **A** = Application Form, **I** = Interview, **R** = Reference.

## School Cleaner Sybourn Primary School

	Essential	Desirable	Evidence
<b>Qualifications and Professional Development</b>			
Literate - Able to read and understand instructions	X		A, I
Numerate - Able to do simple calculations & timesheets	X		A, I
Training in cleaning (or willingness to train)	X		A, I
Safeguarding training (or willingness to train)	X		A, I
Health and Safety training (or willingness to train)	X		A, I
<b>Experience</b>			
Previous cleaning experience	X		A, I
Knowledge of working in a school environment		X	A, I
<b>Professional Knowledge and Understanding</b>			
Knowledge of COSH		X	A, I
Knowledge of cleaning machines		X	A, I
<b>Personal Skills and Attributes</b>			
Flexibility and the ability to support the team where needed	X		A, I
Good interpersonal and communication skills	X		A, I
Ability to work independently & as part of a team	X		A, I
Strong organisational skills	X		A, I
Ability to use computers	X		A, I

Support of the schools ethos	<b>X</b>		<b>A, I</b>
An understanding and appreciation of children	<b>X</b>		<b>A, I</b>
Desire to be involved with the school community	<b>X</b>		<b>A, I</b>
<b>Other</b>			
Willingness to undertake in service training	<b>X</b>		<b>A, I</b>
Good level of general fitness	<b>X</b>		<b>A, I</b>
Capability of lifting and carrying cleaning equipment	<b>X</b>		<b>A, I</b>
Capability of lifting and carying goods and furniture (with assistance when required)	<b>X</b>		<b>A, I</b>