

|  |  |
| --- | --- |
| **PERSON SPECIFICATION**  **JOB TITLE:** Cleaner All year  **DEPARTMENT/SECTION:** The Green School for Boys  The Green School for Girls  **DATE: June 2018** | |
| **CATEGORY** | **ESSENTIAL JOB REQUIREMENTS** |
| EQUAL OPPORTUNITY Specify objective equal opportunity criteria related to effective job performance. | Awareness of the Trust’s role as a service provider and employer with regard to equal opportunities. |
| JOB RELATED KNOWLEDGE/APTITUDE/SKILLS Specific job knowledge necessary for the effective performance of the post. | * Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items and operate vacuum cleaners, scrubber dryers and floor mops * The ability to work flexible hours  Willingness to undertake necessary tasks of an unpleasant nature  * The ability to read and understand safety notices on equipment * Read and follow written instructions from the supervisor |

|  |  |
| --- | --- |
| **PERSONAL SKILLS**  Skills which are most relevant to effective job performance. | * Ability to follow instructions and carry out duties without constant supervision. * Ability to prioritise workload. * Good time management * Ability to communicate effectively with staff and students in person; * Common sense and pragmatism |
| **OTHER QUALITIES**  (Only where relevant to effective job performance) e.g. physical, operational requirements or circumstances. | * Good punctuality and timekeeping * Good team worker * Enthusiastic, energetic and proactive * Flexibility and a willingness to support across the Trust * Commitment and dedication * An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations * Flexibility * Reliability * Mature attitude to work * Willingness to learn, keep up to date with and implement Health & Safety procedures/policies relevant to the role * Previous knowledge/experience of cleaning is desirable * Experience of use of cleaning machinery is desirable as well. |