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| **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 OPPORTUNITYSpecify 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/SKILLSSpecific 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
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| **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
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| **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.
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