

## All Hallows Catholic High School

| Person specification form                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                  |                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Post title:</b> Cleaner                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Grade:</b> FLW                                                |                                                                                                                                  |
| <b>Directorate:</b> Children and Young People                                                                                                                                                                                                                                                                                                                                                                                       | <b>Post number:</b>                                              |                                                                                                                                  |
| <b>Establishment or team:</b>                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                  |                                                                                                                                  |
| Requirements<br>(based on the job description)                                                                                                                                                                                                                                                                                                                                                                                      | Essential<br>(E)<br>or<br>desirable<br>(D)                       | To be identified<br>by: application<br>form (AF),<br>interview (I),<br>Reference (R),<br>test (T), or<br>other (give<br>details) |
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                  |                                                                                                                                  |
| <b>Experience</b><br>Experience of working as a cleaner<br><br>Experience of using powered equipment (e.g. floor buffer)                                                                                                                                                                                                                                                                                                            | D<br><br>D                                                       | AF/I/R<br><br>AF/I/R                                                                                                             |
| <b>Knowledge, skills and abilities</b><br>Ability to work as part of a team<br><br>Flexible attitude to work<br><br>Ability to work in an organised and methodical way<br><br>Awareness of Health & Safety issues<br><br>Awareness of CoSHH<br><br><i>Good interpersonal skills</i><br><br><i>Positive approach to customer care and service delivery</i><br><br><i>Commitment to undertaking relevant training and development</i> | E<br><br>E<br><br>D<br><br>D<br><br>D<br><br>E<br><br>E<br><br>E | AF<br><br>I<br><br>AF/I<br><br>AF/I<br><br>AF/I<br><br>I<br><br>I<br><br>I                                                       |
| <b>Other</b> (including special requirements)<br>1. Commitment to safeguarding and protecting the welfare of children and young people<br><br>2. Commitment to equality and diversity<br><br>3. Commitment to health and safety<br><br>4. Willingness to work occasionally outside of contracted hours<br><i>(e.g Parents evenings, lettings etc)</i>                                                                               | E<br><br>E<br><br>E<br><br>E                                     | I<br><br>I<br><br>I<br><br>I                                                                                                     |

|                                                                                                |   |   |
|------------------------------------------------------------------------------------------------|---|---|
| 5. Satisfactory attendance record/commitment to regular attendance at work                     | E | R |
| <b>Note: We will always consider your references before confirming a job offer in writing.</b> |   |   |