

Person Specification

Skills and Knowledge		Level		Assess by;
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		A	A Application I Interview T Testing R Reference
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications or experience		D	
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role		E	
Qualifications	No specific qualifications			
Skills / Experience	Experience of a range of cleaning functions		X	A
			X	A
Competencies		Level		Assess by;
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area		A	A Application I Interview T Testing R Reference
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements		S	
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		E	
Planning and organising work	Scheduling own cleaning tasks in accordance with agreed procedures and priorities.		X	I
Influencing and interpersonal skills	Working co-operatively with teaching and other support staff.		X	I,R
Using initiative	Basic problem solving within appropriate limits. Dealing with day to day incidents and emergencies.		X	I
Working independently	Shared responsibility for building cleanliness.		X	I
Managing people	Works with other cleaners		X	I
Managing resources	Responsible for tools and equipment used.		X	I
	Stocks of consumables		X	I
Managing risk	Health and safety awareness in all aspects of work.		X	I
Managing oneself	Awareness of opportunities for self improvement		X	I