

GENERIC PERSON SPECIFICATION

POST: CLEANER – GRADE 1			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u> Previous experience of cleaning a large building and using industrial powered cleaning equipment	To clean the school to a high standard	Desirable now, but training will be given	4
<u>MENTAL SKILLS</u> N/A			
<u>INTERPERSONAL & COMMUNICATION SKILLS</u> Ability to communicate verbally with work colleagues	To understand work instructions and to maintain working relationships with colleagues	Now	5
<u>PHYSICAL SKILLS</u> N/A			
<u>INITIATIVE & INDEPENDENCE</u> N/A			
<u>PHYSICAL DEMANDS</u> Reasonable level of physical fitness required	To undertake cleaning duties and operate machinery	Now	5

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<u>MENTAL DEMANDS</u>			
Ability to concentrate for short periods of time	To operate machinery safely and in accordance with health and safety requirements	Now	5
<u>EMOTIONAL DEMANDS</u>			
N/A			
<u>RESPONSIBILITY FOR PEOPLE</u>			
General understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school; To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Basic awareness of the sensitivity of these issues now. Training in school procedures given	5
Basic understanding of health and safety issues	To ensure that duties are carried out in a safe manner and that machinery is operated correctly and safely	Desirable now, but training given	4
<u>RESPONSIBILITY FOR SUPERVISION</u>			
N/A			

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<u>FINANCIAL RESPONSIBILITY</u> N/A			
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u> To use appropriate equipment and machinery carefully and safely	Cleaning of school premises	With training	4