

GENERIC PERSON SPECIFICATION

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

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<b><u>MENTAL DEMANDS</u></b>			
Ability to concentrate for short periods of time	To operate machinery safely and in accordance with health and safety requirements	Now	5
<b><u>EMOTIONAL DEMANDS</u></b>			
N/A			
<b><u>RESPONSIBILITY FOR PEOPLE</u></b>			
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
<b><u>RESPONSIBILITY FOR SUPERVISION</u></b>			
N/A			

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