



Person Specification

POST: Day Time Cleaner

DATE: 18.01.19

Recruitment and Selection Policy Statement

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

CRITERIA	STANDARD	E/D	MEASURED BY
Experience	Previous experience in a similar role or environment.	D	Application form
	A proven high level of organisational skills and efficient working practices with an emphasis on customer service	D	Application form
	Demonstrate a clear commitment to develop and learn in the role	D	Application form
Knowledge	Understand and support child protection procedures	E	Application form/Interview
	Understand procedures and legislation relating to confidentiality	E	Application form/Interview
	Understanding of Health & Safety	E	Application form/Interview
	To be able to understand and adhere to regulations when handling chemicals	E	Application form/Interview
Skills	Excellent organisational skills; able to manage own time effectively, work to deadlines, to be able to deliver the demands of a physical role and remain calm under pressure	E	Application form/Interview
	Commitment to develop and learn in the role and take responsibility for own CPD	E	Application form

	Ability to follow instructions and be punctual, reliable, flexible and adaptable, accommodating occasional changes to the working day	E	Application form/Interview
	Ability to establish professional, respectful and trusting relationships with students, colleagues and visitors	E	Application form/Interview