

## **CLEANER - PERSON SPECIFICATION**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	No specific experience required
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading skills
	Numeracy	Ability to count
	Technology	Ability to use heavy duty floor cleaning machines and general cleaning products
<b>Communication</b>	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate ability to resolve routine problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role