

HEARTS Academy Trust



HEARTS ACADEMY TRUST

Cleaner Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	No specific experience required Completion of DofE induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading skills
	Numeracy	Ability to count
	ICT and Technology	Ability to use general cleaning products
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information in English clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to follow instructions
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEND	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing
Working with others	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
Responsibilities	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
General	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