##### PERSON SPECIFICATION

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| Gedling Logo | | | | |  | **\*KEY** | | | |
|  |  | |  |  |  | **A = Application form** | | | |
| **POST TITLE:** | **CLEANER** | | **POST REF:** | **DTF10** |  | **I = Interview** | | | |
| **SERVICE AREA:** | **PROPERTY SERVICES** | | **PAY BAND:** | **Band 2** |  | **T = Test** | | | |
|  |  | | **DATE:** | **October 2017** |  | **M = Medical** | | | |
|  |  | |  |  |  | **E/D = Essential or Desirable criteria** | | | |
| **FACTOR** | | **CRITERIA** | | | | | **E/D\*** | **ASSESS**  **BY A/I/T/M\*** |
| 1. **RELEVANT EXPERIENCE**   Consider type, absolute minimum period, depth, evidence from outside work eg voluntary experience | | General cleaning experience  Experience of using industrial cleaning machines and chemicals | | | | | E  D | A / I  A / I |
| 1. **QUALIFICATIONS/TRAINING**   Academic, professional, job related/vocational training | |  | | | | |  |  |
| 1. **JOB RELATED SKILLS**   Level and type of skill eg oral, written, number driving, lifting, language | | Effective face-to-face communication  Able to read and understand written instructions and procedures  Demonstrate a broad knowledge of Health and Safety Issues  Demonstrate a broad understanding of COSHH  Able to demonstrate knowledge of basic hygiene issues | | | | | E  E  E  E  E | I  A / I  A / I  A / I  A / I |
| **4. PERSONAL ATTRIBUTES**  The personal characteristics required to carry out the duties of the post and deal with the pressures | | Demonstrate ability to work well within a team and also as an individual  Able to demonstrate reliability and be a good timekeeper  Ability to maintain confidentiality | | | | | E  E  E | A / I  A/I  A/I |
| 1. **EQUAL OPPORTUNITIES**   Minimum requirement and particular requirements for this post (eg specialist knowledge**)** | | To understand in a way appropriate to the job, how the principles of equality and diversity need to be applied within the Council | | | | | E | I |
| **6. THE GEDLING EMPLOYEE** | | To be committed to the principles of “The Gedling Employee” in a way appropriate to the job. | | | | | E | I |