

PERSON SPECIFICATION

L48 – Office Cleaner

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Ability to work as part of a small team	E	1,2
Personal Skills	Ability to work using own initiative and unsupervised	E	1,2
Personal Skills	High standards of cleaning and presentation of facility areas required	E	1,2
Personal Skills	High standards of customer care required	E	1,2
Experience	Confident and knowledgeable in use of cleaning equipment & materials	E	1,2
Experience	Aware of precautionary measures to be taken while cleaning	E	1,2
Attainments/ Qualifications	None	N/A	N/A
Knowledge	COSHH Regulations	D	1,2
Special Requirements	Must be flexible, reliable, thorough and hardworking	E	2

Car Allowance:

This post does not carry a designated car user status.

E/D:

Essential (E)
Desirable (D)

Measure:

1. Application form
2. At interview
3. Documentary evidence
4. Other [please specify]