

PERSON SPECIFICATION

T310 & T311 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	Able to work using own initiative and unsupervised	E	1,2
Personal Skills	High standards of cleaning and presentation of facility areas required	E	1,2,3
Personal Skills	Honesty and reliability required as opening/closing of the building may be needed	E	1,2,3
Personal Skills	High standards of customer care required	E	1,2
Experience	Confident and knowledgeable in use of cleaning equipment and materials.	E	1,2
Experience	Aware of precautionary measures to be taken whilst cleaning	E	1,2
Attainments / Qualifications	N/A		
Knowledge	COSHH Regulations	D	1,2
Special Requirements	Flexible hours of working	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. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]