

**St Andrews Junior School  
PERSONNEL SPECIFICATION**

**POST TITLE: Cleaner**

**SCALE: 1b**

Attributes	Essential	Desirable	How identified
<b>1. Knowledge and skills (including any relevant or required qualifications)</b>	Literate and numerate. Good communication skills with team and clients. Demonstrable organisational skills.	NVQ level 1 & 2 Cleaning Interiors Health & Safety Manual Handling and Electrical safety Knowledge of COSHH	Application Form Interview
<b>2. Personal Development and Additional Learning</b>	Willingness to undertake further training to fulfil the requirements of the post		
<b>3. Experience</b>		Practical experience in the cleaning industry in Public or Private sector	Application Form/ Selection Process
<b>4. Initiative</b>	To be self motivated to achieve satisfactory cleaning tasks to predetermined standards. Able to work as a team member or alone.		Application Form/ Selection Process/ References
<b>5. Circumstances</b>	To be physically fit to carry out the duties of the post including lifting and transporting cleaning equipment, using cleaning materials and moving furniture to assist cleaning procedures.		Application form/ Interview