

**St Andrews CE (VA) Infant and Junior Schools Federation
PERSONNEL SPECIFICATION**

POST TITLE: Cleaner

SCALE: 1b

Attributes	Essential	Desirable	How identified
1. Knowledge and skills (including any relevant or required qualifications)	Literate and numerate. Good communication skills with colleagues and children. Demonstrable organisational skills.	NVQ level 1 & 2 Cleaning Interiors Health & Safety Manual Handling and Electrical safety Knowledge of COSHH	Application Form Interview
2. Personal Development and Additional Learning	Willingness to undertake any further training to fulfil the requirements of the post		
3. Experience	Experience of cleaning	Practical experience in the cleaning industry in Public or Private sector	Application Form/ Selection Process
4. Initiative	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
5. Circumstances	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