

## PERSON SPECIFICATION

**POST:** Cleaner

**GRADE:** 2

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate how you meet each of the following criteria in your application.

<b>ESSENTIAL REQUIREMENTS</b>	<b>Assessment Criteria</b>
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Level 2 Cleaning Operations</li> <li>• Or must be willing to undertake and obtain the above stated certificate within 6 months of appointment to the post</li> </ul>	C/AF
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Able to demonstrate the ability to communicate and handle enquiries from customers effectively</li> </ul>	I
<ul style="list-style-type: none"> <li>• Possess good motivational skills</li> </ul>	I
<ul style="list-style-type: none"> <li>• Good standard of written and numerical skills</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• A commitment to a high standard of customer care.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Able to work on own initiative.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Able to work as an efficient member of a team.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• A positive attitude towards teamwork.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• The ability to follow instructions, adhere to rotas, timetables and set procedures and to undertake a wide range of routine tasks.</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• A basic understanding of and commitment to equality and diversity.</li> </ul>	AF/I
<b>Experience &amp; Knowledge</b>	

<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety requirements in relation to Care of Substances Hazardous to Health (COSHH).</li> </ul>	AF/I
<b>Behaviours</b>	
<ul style="list-style-type: none"> <li>• Professional</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Respectful</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Knowledgeable</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Passionate</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Solutions Driven</li> </ul>	AF/I
<b>DESIRABLE REQUIREMENTS</b>	<b>Assessment Criteria</b>
<b>Skills</b>	
<b>Experience &amp; Knowledge</b>	
<ul style="list-style-type: none"> <li>• A basic knowledge of Health and Safety Procedures such as Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)</li> </ul>	AF/I
<ul style="list-style-type: none"> <li>• Experience of working within a sports &amp; leisure environment.</li> </ul>	AF/I

**NOTE TO APPLICANTS:**

Please demonstrate in your application how you feel you meet the above requirements

**KEY:** I = Interview, C = Certificate, AF = Application Form, T = Test