



## Lumley Junior School

### Personal Specification

### CLEANER – Grade 1

| Criteria                               | Essential  | Desirable  | Evidence gained from  |
|--|--|--|---|
| <b>Application</b>                     | <ul style="list-style-type: none"> <li>• Clear, complete application form</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> </ul>                      |
| <b>Qualifications</b>                  | <ul style="list-style-type: none"> <li>• Basic general education</li> <li>• Willingness to participate in relevant training</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>                    |
| <b>Experience</b>                      | <ul style="list-style-type: none"> <li>•</li> </ul>  | <ul style="list-style-type: none"> <li>• Cleaning experience in a work environment</li> </ul>  | <ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul> |
| <b>Knowledge, Skills and Aptitudes</b> | <ul style="list-style-type: none"> <li>• High standards of cleanliness</li> <li>• Good time management skills</li> <li>• A basic awareness of infection control</li> </ul>   | <ul style="list-style-type: none"> <li>• Ability to learn on the job</li> <li>• Knowledge of cleaning methods and products relevant to a school</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul> |
| <b>Personal Qualities</b>              | <ul style="list-style-type: none"> <li>• Ability to be flexible</li> <li>• Ability to work as part of a team and to get on well with people of all ages</li> <li>• Ability to work in an environment where there are young children</li> <li>• High standards and expectations</li> <li>• Sense of humour</li> </ul> | <ul style="list-style-type: none"> <li>• The ability to work unsupervised</li> </ul>   | <ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul> |