



## Employee Specification Form

Post Number	Poulton Lancelyn PRIMARY SCHOOL
Job Title	Cleaner
Department	Oak Trees MAT
Prepared by and date	Business Manager 2019

Essential Personal Attributes		Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b>			<ul style="list-style-type: none"> <li>N.V.Q. In Cleaning.</li> </ul>	Application
<b>Experience</b>		Application & Interview	<ul style="list-style-type: none"> <li>Previous experience of Health &amp; Safety.</li> <li>Industrial or school cleaning experience.</li> </ul>	Application & Interview
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>An understanding of and an ability to deliver excellent customer service to internal and external customers.</li> <li>Knowledge and understanding of the requirements for the safety and well being of pupils at all times.</li> </ul>	Application & Interview	<ul style="list-style-type: none"> <li>The ability to follow a planned cleaning programme.</li> </ul>	Application & Interview
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>Relate well to others.</li> <li>Ability to work within a team.</li> <li>Ability to use initiative.</li> <li>Flexibility to cover other cleaning when required</li> </ul>	Application & Interview		

NB. Candidates must meet essential requirements to apply.