

Job title	Grade	Directorate	Location
Cleaner	1 A Scp 2-3	Place Directorate	Designated Educational/Non Educational buildings across the City

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	To be able to sweep, vacuum, clean, buff, empty bins, polish and dust. Includes toilets and associated facilities and fixtures, using where appropriate the necessary powered equipment.	A
2.	Ability to work under own initiative without supervision.	A
3.	Basic numerical and literacy skills.	A
4.	Ability to understand verbal and written instructions.	A & I
5.	Ability to work on your own and as a member of a team.	A & I
6.	Aware of the importance of providing a quality service and satisfying customer needs.	A & I
7.	Aware of the importance of Hygiene in the work place.	A & I
8.	Knowledge of COSHH regulations and Health & Safety in the workplace.	A & I
9.	Aware of dangers of mixing chemicals and cleaning products.	A & I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Cleaning experience	A & C

Completed by	Date	Approved by	Date
Paula Worthington	January 2018		

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre