**PERSON SPECIFICATION**

**POST: Cleaning Supervisor/Cleaner 30 Hours full time Scale**

**Note to Applicants:**

**This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**.

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job. The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the Academy will obtain the necessary information about you.

If the **How Identified** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria,** you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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|  | **ESSENTIAL CRITERIA** | **HOW IDENTIFIED** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **Qualifications and Experience.** |  Willingness to participate in relevant training and development opportunities.   Ability to understand and interpret written and oral instructions   To have worked and supervised in a premises cleaning environment   * Proven experience of cleaning to high standards * Experience of line management * Previous team leading experience and demonstrable * Experience of working towards targets and objectives * Knowledge of basic health and safety guidelines * Knowledge of COSHH and the safe use of chemicals * Able to communicate with all levels of personnel * Able to prioritise varied and demanding workloads * Reliable, with a methodical and thorough approach * Observant and able to report/follow up on areas of concern | Application form and Interview | * Health and Safety Qualification | Application form and interview (and evidence of qualification) |
| **Skills & Knowledge.** |  Ability to work effectively within a team environment   Ability to build and maintain effective working relationships with all students and colleagues.   Ability to promote a positive ethos and role model positive attributes.   Excellent communication skills   * Organisational skills * Previous experience of ordering materials and budget monitoring. * Arranging cover when required. | Application form and Interview | * Basic computer skills | Application form and interview |