

Job title	Grade	Directorate	Location
Cleaner/General Assistant	1B – SCP 3-4	Place Directorate	Designated Educational/Non-Educational buildings across the City

## Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

## Note to applicants

Whilst all criteria 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.	Able to deal with problems in an appropriate manner.	A & I
6.	Ability to work on your own and as a member of a team.	A & I
7.	Aware of the importance of providing a quality service and satisfying customer needs.	A & I
8.	Aware of the importance of Hygiene in the work place.	A & I
9.	Knowledge of COSHH regulations and Health & Safety in the workplace.	A & I
10.	Aware of dangers of mixing chemicals and cleaning products.	A & I
11.	Basic food preparation skills.	A & I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
12.	Must be willing to undertake and obtain basic food hygiene certificate within 6 months of appointment to the post.	A
13.	Demonstrate knowledge of work practices that ensure food is handled in a safe and hygienic manner.	A & I
14.	Demonstrate knowledge of safe working practices to ensure a healthy and safe working environment.	A & I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Cleaning NVQ	A & C
2.	Basic Food Hygiene certificate	A & C

Completed by	Date	Approved by	Date
Paula Worthington	February 2016		

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

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